

LITTLEHAMPTON FORT RESTORATION PROJECT

England & Wales · Charity number 1180461

Details

Status Registered

Legal form CIO

Registered 2018-10-29

Register [View on the Charity Commission register](#)

Contact

Address 10 Haslemere Gardens
Hayling Island
Hampshire
PO11 9SD

Phone 07918 593578

Email andy@littlehamptonfort.co.uk

Website www.littlehamptonfort.co.uk

Activities

Objects: 1. TO PRESERVE FOR THE BENEFIT OF THE PUBLIC, THE HISTORICAL, ARCHITECTURAL AND CONSTRUCTIONAL HERITAGE OF LITTLEHAMPTON FORT BEING OF PARTICULAR HISTORICAL, ARCHITECTURAL OR CONSTRUCTIONAL INTEREST.2. TO ADVANCE THE EDUCATION OF THE PUBLIC IN THE HISTORY AND HERITAGE OF LITTLEHAMPTON FORT.

Activities: The Littlehampton Fort Restoration Project is currently undertaking works, utilising volunteers on the Fort to ensure the historic land mark is saved for future generations to enjoy.If you would like to get involved and become a volunteer please click this link below;<http://www.littlehamptonfort.co.uk/get-involved/>

Classification

- **How:** Provides Advocacy/advice/information, Acts As An Umbrella Or Resource Body
- **What:** General Charitable Purposes, Environment/conservation/heritage
- **Who:** The General Public/mankind

Geography

- West Sussex

Finances

Period end	Income	Expenditure	Assets	Employees
2025-09-30	£1,696	£1,153	-	-
2024-09-30	£1,006	£438	-	-
2023-09-30	£29	£144	-	-
2022-09-30	£685	£343	-	-
2021-09-30	£261	£656	-	-

Trustees

Name	Role	Appointed
ANDREW JOHN ORPIN	Chair	2018-10-13
JEFFERY DRIVER		2018-10-13
JOHN RHODES		2018-10-13
John Howard		2025-08-13

LITTLEHAMPTON FORT RESTORATION PROJECT

England & Wales - Charity number 1180461

Accounts



LITTLEHAMPTON FORT **RESTORATION PROJECT**

MINUTES - ANNUAL GENERAL MEETING

Date: 6th November 2025

Those Present: Andy Orpin (AO)
John Howard (JH) (Via Ms Teams)
Jeff Driver (JD)
John Rhodes (JR)

Apologies for absence None

Distribution List Littlehampton Fort Management Team
Charities Commission

Item	Action
<p><u>1.0 Apologies for absence</u> There were no apologies for absence this year, although John Howard had a car issue which meant he could not be in attendance physically and had to join the meeting via online meeting app Microsoft Teams.</p> <p><u>2.0 Welcome and thanks from the Chairman</u> AO thanked all those present for attending the meeting. AO thanked the Black Horse for accommodating us yet again for the third year.</p> <p><u>3.0 Minutes of previous AGM</u> The minutes of the last AGM held on 31st October 2024 were reviewed. JD proposed that they were accepted as an accurate record and JR seconded this.</p> <p><u>4.0 Matters Arising from minutes of previous AGM</u> - It was noted that the 3 actions listed from the previous AGM and their updates.</p> <ul style="list-style-type: none"> - Item 4.0 JD has rebuilt the fort website, but as yet needs to publish it online. JD to report back when it is all ready to go. <p>Update – JD has finished off the new Fort website and this is now live www.littlehamptonfort.co.uk.</p> <ul style="list-style-type: none"> - Another Other Business Item 3 Information Board on the east side overlooking the fort. JD has been looking into this but the communications have fallen silent. JD to reach out to the council again and try to re-establish talks. <p>Update – There has been no further discussions in relation to this, AO has asked JD to reach out once more and see if this is still an option</p> <ul style="list-style-type: none"> - 5) A new Scheduled Monument Consent will need to be submitted in order to accommodate our future plans. AO 	<p></p> <p></p> <p></p> <p></p> <p></p> <p>JD</p> <p></p> <p>JD</p> <p></p> <p>JD</p> <p></p> <p>AO</p>

will be working on this with the assistance of the management team.

Update – this is an outstanding task still, due to that at this point we cannot submit a new SMC as we don't know what will be needed until further clearance works have taken place, and so this will remain an outstanding task.

5.0 Chairman's Report for 2023/2024

AO presented the Chairman's Report for the period October 2024 to September 2025. This is appended to these minutes.

6.0 Report from the Treasurer

An audited breakdown of income and expenditure for the year October 2024 - September 2025 was presented by JR. This showed an opening balance of £906.75, income of £1695.82 and expenditure of £1153.10 resulting in a closing balance of £1449.47. This is as a separate document appended to these minutes.

The accounts had been audited by Maddy Boone for which the Board is grateful.

7.0 Confirmation of persons holding an office:

7.1 Treasurer. JR has kindly agreed to continue in his role as Fort Treasure for another term.

7.2 Secretary. JH confirmed he is happy to continue in the role of temporary Secretary until another one is successfully recruited.

7.3 Management Team election on the 2025/26 chairman. AO left the meeting at this point. JR proposed that AO continued in the role of Chairman, and this seconded by JD and was agreed. AO then re-joined the meeting and was updated on the results of the election. AO is still to remain as the Chairman and Project manager for the next AGM year and agreed to accept this duty of responsibility.

9.0 Any Other Business

- 1) Finding Log – Earlier this year, AO said that there is a requirement for the project to formulate some sort of electronic finders log. The purpose of the log is literally to log finds on the Fort and would include details of date, time, location of the find, details of the find, and so on. JD was asked to look into what our options could be as a solution for this. JD reported to the board the use of the website (private) which WordPress posts could be used for the logs and then compiled into an Excel sheet so that they can be searched upon. It was agreed that the following will be undertaken.
- - 1.1. JD to provide JR details of fields that would be required for the finders' log.
- - 1.2. JR to then produce a macro-driven Excel sheet to meet our needs and then to report back to the board.
- - 1.3. It was agreed that JR would look into any cost savings that could be obtained by moving the website to the cloud, specifically GCP (Google). JR to report back to the board with the costs involved and any savings the charity could get by the move. In order for JR to complete this task, JD would need to have a current size of the website. JD to action

JD

JR

JR

JD

Andy closed the Meeting at 19.52 and thanked everyone for their attendance and support.

Appendices

5.0 AGM Andy Orpin Chairman's Speech 2024

Good evening, everyone,

It's wonderful to see you all here this evening, and I'd like to begin by thanking my fellow Trustees for attending this year's Annual General Meeting of the Littlehampton Fort Restoration Project.

Your commitment, your time, and your belief in this project continue to make all the difference.

This past year has been one of genuine progress, renewed energy, and growing community involvement. Every area uncovered and brick unearthed brings us closer to achieving our shared vision — the full restoration and preservation of one of the most distinctive and historically significant coastal defences in the south of England.

Littlehampton Fort stands not only as a reminder of our Victorian military past, but as a living link between the town, its people, and its maritime heritage. The dedication of everyone involved — from our Trustees and volunteers to our supporters and funders — ensures that this remarkable site continues to tell its story for generations to come.

Grant Funding and Support

I'd like to begin tonight with some positive financial news. This year we were fortunate to secure two important grants that have significantly strengthened our work on site.

We received £647 from Littlehampton Town Council, and an additional £1,000 from Tesco's Community Grant Scheme. Both of these awards are the result of sustained effort, careful planning, and a growing recognition of the value our project brings to the community.

The Littlehampton Town Council grant is being directed toward essential restoration materials and tools — the kind of practical support that allows our volunteers to keep moving forward safely and effectively. Every spade, brush, and saw helps us reveal a little more of the Fort's original character.

Meanwhile, the Tesco Community Grant is being used to upgrade and expand our site safety, tools and protective equipment. This is vital to ensuring that everyone who steps foot on site—whether an experienced volunteer or a newcomer—can work with confidence and security.

We are deeply grateful to both organisations for their belief in the Fort and its story. Their support demonstrates that heritage projects like ours continue to resonate widely—connecting history with civic pride and local engagement.

Changes in the Management Team

As is often the case in long-term restoration projects, this year has brought a few changes within our management team.

First, I'd like to take a moment to express our sincere gratitude to Charlie Caney, who stepped down earlier this year. Charlie's enthusiasm, dedication, and resilience were instrumental in helping us through some of the project's more challenging periods. His hands-on approach, commitment to problem-solving, and genuine love for the Fort left a lasting mark on the team. On behalf of everyone here, I'd like to extend our heartfelt thanks and wish him all the very best for the future.

In the same breath, I'm delighted to welcome John Howard back to the project. Many of you will remember John's previous involvement with the Board of Trustees, joining the team originally in 2014. We're genuinely pleased to have him rejoin us at such an exciting stage in the project's development. John has been kind enough to stand in for us as the Temporary Secretary until a permanent one can be recruited.

Trustee Vacancies

As we continue to grow, we are currently seeking to fill two trustee positions—that of Fort Secretary and General Trustee.

Both roles are crucial to the smooth running of the organisation. The Secretary ensures that our governance, communications, and administration remain strong and compliant, while the General Trustee role, focusing on working days and volunteers, offers an opportunity for a passionate individual to contribute ideas, oversight, and a fresh perspective to the board.

We are actively encouraging individuals who share our enthusiasm for heritage, community engagement, and practical restoration to come forward. The Fort has always thrived on inclusion, and new voices and skills will be essential as we expand our ambitions.

Looking Ahead

March 2024 will mark a pivotal moment in the history of the Littlehampton Fort Restoration Project — the official relaunch.

This event served both as a public celebration and a reintroduction of the Fort's story to a wider audience. It was a chance to showcase the work that has already been accomplished, to unveil some of the areas now stabilised and unearthed, and to share our long-term vision for the next phase of development.

The relaunch also provided a vital opportunity to reconnect with our supporters, funders, and the local community, while inviting new volunteers and members to join us. We want people to see not only what has been achieved, but what can still be achieved when the community and heritage come together.

Site Progress – Eastern Magazine and Parade Ground

On site, I'm pleased to report that steady and meaningful progress continues to be made.

Our current focus is on the Eastern Magazine and the Parade Ground — two critical areas that are central to the structural integrity and historic interpretation of the Fort. Clearing, stabilising, and documenting these areas has been painstaking work, often carried out in challenging weather conditions, but the results are truly encouraging.

Week by week, more of the Fort's original features are emerging from beneath the vegetation and debris. The brickwork, drainage systems, and defensive structures we're uncovering tell us more about how this remarkable installation once functioned. Every discovery adds depth to our understanding and further motivates us to continue the work.

Formation of the Littlehampton Fort Working Group Project

In another important step forward, I'm pleased to announce the formation of the Littlehampton Fort Working Group Project.

This sub-group will serve as a bridge between the Board of Trustees and the volunteer body — ensuring that the voices of those who give their time and energy on site are heard in the decision-making process. It's an inclusive and forward-thinking initiative designed to strengthen collaboration, improve communication, and encourage shared ownership of the Fort's future.

By involving volunteers directly in discussions about restoration methods, site presentation, and public engagement, we'll ensure that every layer of the project reflects the passion and expertise of the people who care about it most.

Educational Partnerships – 2026 and Beyond

Looking slightly further ahead, we are in the early stages of developing educational partnerships with colleges and universities to begin in 2026.

The aim is to open the Fort as a living classroom — a hands-on learning environment for students studying history, archaeology, architecture, construction, and conservation. This partnership will not only provide young people with valuable practical experience but will also bring a new generation into contact with our heritage.

By encouraging academic collaboration, research opportunities, and work placements, we are ensuring that the Fort becomes not just a preserved monument, but a learning resource that continues to contribute to education and community knowledge.

Thanks, and Acknowledgements

No chairman's report would be complete without recognising the incredible people who make this project possible.

Firstly, my sincere thanks go to Maddie Boone, who once again has given her time and expertise to audit the Fort's accounts. Her diligence and professionalism ensure that our finances remain transparent, accurate, and compliant — a cornerstone of our charity's reputation and trustworthiness.

I also want to give special recognition to the 20 new volunteers who joined us this year. Whether you've been scraping ivy, moving earth, or cutting back the masses of trees and bushes on the Fort — you have each made a tangible difference. Your enthusiasm and willingness to "get stuck in" remind us all why this project matters.

My thanks to the Littlehampton Golf Club, which has continued vital support and allowed us access to the site to ensure we can continue with the works. I have on a number of occasions had conversations with passing golfers on the 2nd tee, saying how impressed they are with the work we have all been undertaking.

The Littlehampton Yacht Club, the owners Richard and Fiona Boyce and Rich the Manager, for again their continued support and them allowing us to use their facilities not only for our work equipment but also their venue for meetings and Fort Volunteer Induction training sessions.

And of course, a heartfelt thank you to the existing volunteers and trustees who have stayed the course — sometimes through wind and rain! Your passion, resilience, and camaraderie are the true foundations of everything we achieve.

Closing Remarks

As I reflect on the year, I feel an enormous sense of pride in what we've accomplished together. From humble beginnings and uncertain footing in 2011, the Littlehampton Fort Restoration Project has grown into a well-respected and recognised heritage initiative — supported by the local community, valued by funders, and powered by people who believe in its purpose.

The coming year, with our 2024 relaunch, volunteer training opportunities, and preparations for our educational partnerships, will open a new chapter for the Fort. We will continue to honour the past, safeguard the present, and build a future that ensures Littlehampton Fort stands proudly for generations yet to come.

Finally, I want to personally thank each of the Trustees for your ongoing dedication, your guidance, and your faith in both this project and in me as your Chairman and Project Manager. It is an honour to serve alongside you.

That concludes my annual report.

6.0 Report from the Treasurer

TREASURER'S ANNUAL FINANCIAL REPORT
for the period of September 2024 to September 2025

INCOME & EXPENDITURE

Oct 2024 to Sept 2025

Current

INCOME

2024 to 2025

Description

Amount

Merchandise Sales	£2,80
Events/Trips	£0,00
Donations	£19,32
Grants	£1 647,00
Easy Fundraising	£26,70
Total Income	£1 695,82

Current

EXPENDITURE

2024 to 2025

Description

Amount

Stationery	£0,00
Merchandise Stock Purchased	£0,00
Public Liability	£96,62
Website Domain	£184,80
Leaflets Publicity	£0,00
Trips & Events	£0,00
Equipment	£170,16
Repairs	£0,00
Materials	£0,00
Tools and Fuel	£701,52
Total Expenses	£1 153,10

OPENING BALANCE (b/fwd)

£906,75

as per bank statement of Sept 2024

Period Income

£1 695,82

Period Expenditure

£1 153,10

CLOSING BALANCE (to c/fwd)

£1 449,47

as per bank statement of Sept 2025

Audited by Maddy Boone (date)

27/10/2025

Signed:



LITTLEHAMPTON FORT RESTORATION PROJECT

England & Wales - Charity number 1180461

Accounts



LITTLEHAMPTON FORT **RESTORATION PROJECT**

MINUTES - ANNUAL GENERAL MEETING

Date: 31st October 2024

Those Present: Andy Orpin (AO)
John Howard (JH)
Jeff Driver (JD)
John Rhodes (JR)
Charles Caney (CC)
Stuart Horne (SH)

Apologies for absence None

Distribution List Littlehampton Fort Management Team
Charities Commission

Item	Action
<p>1.0 There were no apologies for absence this year</p> <p>2.0 Welcome and thanks from the Chairman AO thanked all those present for attending the meeting. AO thanked the Black Horse for accommodating us</p> <p>3.0 Minutes of previous AGM The minutes of the last AGM held on 10th November 2023 were reviewed. JD proposed that they were accepted as an accurate record and JR seconded this.</p> <p>4.0 Matters Arising from minutes of previous AGM - It was noted that the 2 actions listed in item 4.0 of the previous AGM had been progressed:</p> <ul style="list-style-type: none"> - The project has been relaunched in early 2024 and we are in the process of working on the strategy, especially the funding side of this. - JD has rebuilt the fort website, but as yet needs to publish it online. JD to report back when it is all ready to go. 	<p>JD</p>
<p>5.0 Report and Strategy For Fundraising - CC gave an update, especially focusing on the visit to Slough Fort in Kent in late June, but also other informal advice received re. Fundraising. A number of themes arose:</p> <ul style="list-style-type: none"> - The need for higher levels of funding to be able to progress work at the fort once the stage of clearing the vegetation was completed - These applications require a lot of detailed info - CC has prepared a spreadsheet with the questions that will need to be answered - Quotes for work will be needed - We will need professional advice as to what work is needed (including all the associated compliance requirements) 	<p>CC</p>

- Once we have the above we should be able to regularly make applications, but need to get this info together first.

CC provided some PowerPoint slides condensing these thoughts into some bullet points.

It likely requires a separate meeting on this subject alone to advance the whole project of applying for funding.

6.0 Chairman's Report for 2023/2024

AO presented the Chairman's Report for the period October 2023 to September 2024. This is appended to these minutes.

7.0 Report from the Treasurer

An audited breakdown of income and expenditure for the year September 2023 - September 2024 was presented by JH. This showed an opening balance of £338.38, income of £1006.18 and expenditure of -£437.81 resulting in a closing balance of £906.75. This is as a separate document appended to these minutes.

The accounts had been audited by Maddy Boone for which the Board is grateful.

8.0 Confirmation of persons holding an office:

8.1 Treasurer. JH is stepping down as treasurer and AO thanked him for his service and wished him the best for the future. AO accepted his letter of resignation on behalf of the Board. JR has kindly agreed to take on the role as interim treasurer pending finding a replacement.

8.2 Management Team election on the 2024/25 chairman. AO left the meeting at this point. JR proposed that AO continued in the role of Chairman, and this seconded by JD and was agreed. AO then re-joined the meeting and was updated on the results of the election. AO is still to remain as the Chairman and Project manager for the next AGM year and agreed to accept this duty of

responsibility.

8.3 CC confirmed he is happy to continue in the role of Secretary.

9.0 Any Other Business

1) AO reported that the Look & Sea Centre plan to set up a display in one of their windows on the other side of the river mouth to advertise the Fort project and support us. However, this is no longer deemed to be feasible.

2) AO said we had considered moving the Fort website to AWS (Amazon Web Services) Cloud. It was understood there would be a \$5000 dollar credit for migrating the website and backup files to the cloud with AWS. But ultimately it was not as straightforward and the \$5000 credit was unlikely to be available. This plan was discontinued.

3) Information Board on the east side overlooking the fort. JD has been looking into this but the communications have fallen silent. JD to reach out to the council again and try to re-establish talks.

4) SH talked about the golf clubs' supportive position and plans for the future, including its long-term future. He discussed how this might affect the fort, and how the club could support the fort.

5) A new Scheduled Monument Consent will need to be submitted in order to accommodate our future plans. AO will be working on this with the assistance of the management team.

Andy closed the Meeting at 20.00 and thanked everyone for their attendance and support.

JD

AO

Appendices

6.0 AGM Andy Orpin Chairman's Speech 2024

Good evening everyone, and thank you for joining me at the 2024 AGM for the Littlehampton Fort Restoration Project. I would like to begin by expressing my heartfelt gratitude to all of our dedicated volunteers and especially to the management team, whose tireless work has been instrumental in our progress this year. I would also like to thank the Black Horse here at Climping, who have kindly allowed us to utilise this lovely venue this evening.

I am delighted to welcome a new face to the AGM today, Stuart Horne, who will be serving as an honorary, non-voting representative for the Littlehampton Golf Club. Stuart's involvement is a significant step forward in ensuring that both the Littlehampton Fort Restoration Project and the Golf Club are aligned as we move ahead into 2025. His support has already been invaluable in strengthening the relationship between our organisations, and I am confident that this partnership will continue to flourish.

Looking back to the last few years, the Fort project had ceased works during the pandemic and my time out of the country, however I am thrilled to report that we successfully relaunched in March of this year. What started with a handful of returning volunteers, that has now grown into a vibrant team of 38 active volunteers, with even more awaiting their induction. This is a testament to the dedication of our community, and I couldn't be prouder of the commitment shown by everyone involved.

Re-establishing our connection with the Littlehampton Golf Club was essential after the long break and I am pleased to announce that this relationship has never been stronger. The Golf Club's board has changed since our initial discussions in 2015, and I believe the renewed partnership is in large part thanks to Stuart Horne, who has been a driving force in aligning our goals with those of the Club. His vision and enthusiasm are helping to create a synergy that benefits both the Fort and the Golf Club, and for that, I am incredibly grateful.

In terms of progress, we've achieved a great deal this year. The re-clearing of the Fort has been swift and effective, though we paused work on the south western side of the Carnot wall to protect potential nesting birds. That didn't slow us down for long, and we've made significant headway on the gun emplacements. Now that bird nesting season is behind us, we look forward to finishing the remaining areas.

I'd like to extend a special thanks to John Rhodes for expanding our public outreach through social media. Thanks to his efforts, we now have a presence on Facebook, Instagram, X (formerly Twitter), YouTube, and TikTok, which has significantly increased our visibility and engagement with the local community.

On a more somber note, I must inform you that John Howard is stepping down as our Treasurer. I want to thank him for his service and wish him all the best in his future endeavours. In the interim, John Rhodes has kindly agreed to take on the role of temporary Treasurer until we can find a permanent replacement. Additionally, we have another vacancy on the trustee board, and I encourage anyone who may know a suitable candidate to get in touch.

Looking ahead to the next year and the future, there are a few key areas I'd like us to focus on:

1. **Fundraising and Grants** – A special thanks to Charlie for his work in researching and applying for grants. This will be critical as we continue our efforts.
2. **Volunteer Engagement** – Our volunteers are the backbone of this project. I propose that we organise some social events, perhaps a team meal or a day out, to strengthen our sense of community and keep morale high.
3. **Fort Restoration Work** – By next year, I hope to see the entire Fort cleared of vegetation, and the installation of anti-vegetation matting, and shingle to prevent regrowth. We're also looking to submit a new SMC to begin excavation work, repair or reconstruct the bastions and Carnot walls, and installation the missing eastern steps.

One of our longer-term goals is to work with Historic England to relocate the lower golf tee that currently sits on the barrack block. If we can reach a compromise, I would like to see the barrack block excavated within the next two years, with reconstruction following in years 3 - 4 pending funding.

In closing, we have a challenging but exciting road ahead. I look forward to working with each of you as we continue this journey to restore Littlehampton Fort. Thank you for your dedication, and now I will hand the meeting over to John Rhodes as I step aside for the management team to vote on next year's Chairman and Project Manager.

Let's make 2024 a year of continued success and progress!

7.0 Report from the Treasurer

TREASURER'S ANNUAL FINANCIAL REPORT

For the period of 06/10/23 to 13/09/24

TREASURE'S ANNUAL FINANCE REPORT FOR

OCTOBER 2023 TO SEPTEMBER 2024



INCOME & EXPENDITURE Oct 2023 to Sept 2024

Current

INCOME 2023 2024

Description	Amount
Merchandise Sales	£44.00
Events/Trips	£0.00
Donations	£77.18
Grants	£850.00
Easy Fundraising	£35.00

Total Income £1,006.18

Current

EXPENDITURE 2023 2024

Description	Amount
Stationery	£56.97
Public Liability	£235.64
Website Domain	£145.20
Trips & Events	£0.00
Leaflets Publicity	£0.00
Tools and Fuel	£0.00

Total Expenses £437.81

OPENING BALANCE (b/fwd) £338.38 as per bank statement

Period Income £1,006.18 of Sept 2023

Period Expenditure £437.81

CLOSING BALANCE (to c/fwd) £906.75 as per bank statement

of Sep 2024

AUDITED BY:

Maddie Boone Signed:

Date:

LITTLEHAMPTON FORT RESTORATION PROJECT

England & Wales - Charity number 1180461

Accounts



LITTLEHAMPTON FORT **RESTORATION PROJECT**

MINUTES - ANNUAL GENERAL MEETING

Date: 10th November 2023

Those Present: Andy Orpin (AO)
John Howard (JH)
Jeff Driver (JD)
John Rhodes (JR)

Apologies for absence None

Distribution List Littlehampton Fort Management Team
Charities Commission

Item

Action

1.0 There were no apologies for absence this year

2.0 Welcome and thanks from the Chairman

AO thanked all those present for attending the meeting.

3.0 Minutes of previous AGM

The minutes of the last AGM held on 13th November 2022 were reviewed.

JR proposed that they were accepted as an accurate record and JD seconded this.

4.0 Matters Arising from minutes of previous AGM

- Item 8.0

JR proposed that a meeting should be scheduled in January when AO is back in the UK. A proposed date of the 24th of January 2023 was agreed, and the location is to be agreed upon.

- **This meeting did take place and it was agreed by all that upon Andy's return to the UK permanently, we would relaunch the Fort project and formulate a relaunch strategy.**

JD updated the meeting that he is in the process of rebuilding the Fort website.

- **Jeff has been looking at this website area and thinking about the best course of action and a plan. He will be relooking at this again and report back. Andy said that he has some news about this and will report this later in the meeting.**

5.0 Chairman's Report for 2022/2023

AO presented the Chairman's Report for the period October 2022 to September 2023 This is appended to these minutes.

6.0 Report from the Treasurer

An audited breakdown of income and expenditure for the year September 2022 - September 2023 was presented by JH. This showed an opening balance of £452.94, income of £29.32 and expenditure of -£143.94 resulting in a closing balance of £338.38. This is as a separate document appended to these minutes.

The accounts had been audited by Maddy Boone.

7.0 Confirmation of persons holding an office:

7.1 Treasurer. JH would like to continue in the role of treasurer.

7.2 Secretary. JR is happy to continue as temporary Secretary until a permanent replacement can be found.

7.3 Management Team election on the 2023/24 chairman. AO left the meeting at this point. JR proposed that AO continued in the role of Chairman, and this seconded by JD and was agreed. AO then re-joined the meeting and was updated on the results of the election. AO is still to remain as the Chairman and Project manager for the next AGM year and agreed to accept this duty of responsibility.

8.0 Any Other Business

1) JR suggested that it should be considered if it is worth having a specific person who will focus on the recruitment of Volunteers and the Management Team. The role would enable Andy to focus on other duties. JH said that he would undertake this role and was seconded by JR and agreed by all. AO asked JR to assist JH if he requires any help with the media-type activities, and JR agreed. JH new role title is "**Recruitment Co-Ordinator.**"

- AO to provide JH with access to the Facebook, Instagram and X social media sites.

2) AO suggested moving the Fort website to AWS (Amazon Web Services) Cloud. AWS has offered the Fort project a \$5000 dollar credit for migrating the website and backup files to the cloud with

JH/JR

AO

AWS. It was agreed by all that this is a good opportunity for the Fort Project to move to the cloud and take advantage of this generous credit arrangement.

JD

- AO asked JD to check with our current provider to ensure we are not committed for any time and to see how much notice we will need to give them.
- AO to make further enquiries with AWS on the how's and when's of migrating the website. AO has offered to give his AWS Architecture experience free to the Fort project and the migration of the website to AWS.

AO

3) AO asked JD to contact the Look and Sea Centre to see if they would be willing to allow us to put our touchscreen computer in one of their windows to advertise the Fort project and support us.

JD

- Once JD has confirmed this as a possibility, AO has asked JR to assist in setting up the computer to enable such a task. JR agreed.

JR

4) AO asked JH to seek funding opportunities to support the Fort in its working days. AO said that we must replace the brush cutter, hand tools and safety clothing and equipment. AO suggested approaching the Littlehampton Town Council to find out when the next round of funding is coming up. JH to look into further.

JH

5) JD said he felt some sort of information board would be a really good idea opposite the Fort on the Littlehampton Pier Side, where the Fort can be seen. AO suggested this could be something we approached the Littlehampton Town Council about. AO asked JD to contact them to see how they would feel about this idea.

JD

Andy closed the Meeting at 20.00 and thanked everyone for their attendance and support.

Appendices

5.0 AGM Andy Orpin Chairman's Speech 2023

I extend my heartfelt gratitude to the unwavering support, dedication, and hard work of our invaluable supporters, volunteers, and the esteemed Management Team of the Littlehampton Fort Restoration Project.

Regrettably, the past year witnessed minimal activities at the fort due to my overseas commitments, preventing the organization of essential working days and training events. However, I am pleased to announce my return to the UK on a permanent basis and eagerly anticipate reigniting the project within the upcoming months. More details on these plans will be shared shortly.

I wish to express deep appreciation to John Rhodes, who admirably assumed the roles of Temporary Secretary and Vice Chairman during the period of time of my absence. While the search for a permanent Secretary continues, John's dedication and seamless transition deserve our gratitude until a suitable replacement is found.

I must acknowledge the crucial support provided by Maddy Boone, whose independent financial audit of our accounts for this year's AGM is pivotal to our transparency and credibility.

Regarding my role, I am keen to continue serving as the Chairman and Project Manager for another term, if deemed suitable by the management.

Looking ahead to the year 2023/2024, I present a strategic roadmap:

Initiating a strategy meeting in January 2024, with the complete Management Team in attendance, to chart the fort's progress in the following various aspects:

- Re-establishing connections with the Littlehampton Golf Course and Town Council, along with the Museum.
- Opening discussions with Natural England's South England representative.
- Launching a Volunteer Recruitment Campaign.
- Conducting a Management Team Recruitment Campaign.
- Develop a focused plan for induction and Day Supervisor training within the first quarter of 2024.
- Formulating a comprehensive working plan for the initial 12 months and the long term.
- Devising a Fundraising Strategy.
- Seeking funding to replace worn equipment, particularly the brush cutter and hand tools.
- Reconnecting with the Look and Sea Centre to explore opportunities for displaying project-related literature and information.
- Participating in the Littlehampton Town Show in September 2023 and other potential volunteer recruitment events in the vicinity.

It is my earnest hope that we will swiftly fill the vacancies within our management team and recruit dedicated volunteers and day supervisors to lead our working days. This collective effort will set us on the path to achieve our shared aspirations for the project.

This proposal outlines my vision for the forthcoming year, provided I am re-elected as the Littlehampton Fort Chairman and Project Manager.

Thank you all for your enduring support and commitment to the Littlehampton Fort Restoration Project.

6.0 Report from the Treasurer

TREASURER'S ANNUAL FINANCE REPORT FOR SEPTEMBER 2022 TO SEPTEMBER 2023

<u>INCOME</u>		2022 to 2023
<u>Description</u>	<u>Amount</u>	
Amazon smile	£29,32	
Total Income	£29,32	
<u>EXPENDITURE</u>		2022 to 2023
<u>Description</u>		
Website Domain	£143,88	
Total Expenses	£143,88	
OPENING BALANCE (b/fwd)	£452,94	per previous Financial Report closing balance of Sept 2022 (see comments)
Period Income	£29,32	
Period Expenditure	-£143,88	
	£338,38	per bank statement of 15 Sept 2023

Audited by Maddy Boone
Date: 03/11/2023

Signed



LITTLEHAMPTON FORT RESTORATION PROJECT

England & Wales - Charity number 1180461

Accounts

AGM Andy Orpin Chairman's Speech 2021

I would firstly like to thank the supporters, volunteers and Management Team of the Littlehampton Fort Restoration Project. It has been yet again a difficult and challenging time for all.

This AGM reporting year has seen finally the lift on COVID restrictions, and so we have been free to undertake work, however, due to changes in Management team, change in my personal career, this has been difficult to achieve.

The last two AGM's have seen the pandemic pay a huge part in our operations, working days and fund-raising activities for the charity. We now find ourselves like many other organisations and company's in very dire financial hard ships, and we ask individuals companies or organisations for any monitory donations to help support our us during this difficult time.

My Company has made a £500 donation to the project in September 2022, and Phil Brown's company has made another kind donation from which has allowed us a little breathing space. I will be tasking all the management team to actively seek financial opportunities for the project over the next few months.

I am sad to report on this AGM that Matt England stood down during the year. He will be greatly missed by the Management team and has been a great asset to the charity over years. I am sure you will all join me in wishing Matt all the best in the future, and hope he keeps in contact.

I would like to thank John Rhodes who has kindly stepped up to the mark and has been the Temporary Secretary and Temporary Vice Chairman this year. As previously stated we are still actively seeking a permanent Secretary, but I would like to thank John for continuing with this role until a replacement has been found.

I would like to pass my thanks onto [Cordell Virtual Assistants](#) and Director Carine Cordell, for stepping in at the last minute and independently auditing our accounts for this AGM.

I can confirm that I am still happy to stand as the Chairman and Project Manager for the Charity for another year should the management decide that is appropriate, and will look to focus on the following plan for next year

My Plan for 2022 Nov – 2023 Oct

As a priority we need to recruit two new members to the management team, who will be focussed on the restoration work, I am also keen to recruit a small number of day supervisors who will be able to run working days on our behalf, obviously under strict guidance. I am due to return to the UK in January 2023 and will look to run some training days for the day supervisors then. Interviews for the replacement Management team can be undertaken at any time and will have to be conducted on a Zoom or MS Teams type platform with myself and other Management team members. We have had some interest so far, however I am awaiting CV's and to schedule interviews.

PLAN for 2022-2023

- 1. Recruit replacement Secretary for the charity.**
- 2. Recruit an additional Management Team member - focusing on Working Days and Volunteers.**
- 3. Look to train 3 x Fort Supervisors in order that we can run more working days once restrictions have been lifted.**
- 4. Get the brush cutter repaired or replaced, as this is a vital part of our clearance equipment.**
- 5. Restart the clearance of the Fort and look to make progress in the conservation of the remaining structures.**
- 6. Seek Grant opportunities to fund both further equipment/resources or repair works (Treasurer)**
- 7. Attend the Littlehampton Town Show September 2023 and any other potential volunteer recruitment events in and around the Littlehampton area.**
- 8. Look to highlight and promote the work we are doing through engagement with media services both locally and nationally.**

I propose to schedule a **special meeting** in six months' time to review how we have progressed with the recruitment process and to potentially make a decision on the future of the project at that time.

I will be personally sad if we have to think about closing down the project, as Littlehampton Fort has been a large part of my life for the last 11 years. But we have always had the aim of clearing the fort for our future generations to enjoy, and this is not something we have been able to fulfil so far over the last few years.

I am hopeful that we can find our replacement management team members and recruit some day-supervisors to run our working days and we can get back on the road to achieving what we have all set out to do from the beginning of the project.

I now hand the AGM over to the Secretary and I shall leave the meeting so that the management team can make their decision about this years Chairman position.

TREASURER'S ANNUAL FINANCIAL REPORT
for the period of 09/21 to 09/22

TREASURER'S ANNUAL FINANCE REPORT FOR
SEPTEMBER 2021 TO SEPTEMBER 2022

		Current
<u>INCOME</u>		2021 to 2022
<u>Description</u>		<u>Amount</u>
Events/Trips		£0.00
Donations		£595.68
Grants		£0.00
Easy Fundraising		£0.00
Amazon Smile		£28.50
Banking Errors		£0.00
Other Credit (Bal b/fwd from prev bank to new NatWest account)		£61.21
Total Income		£685.39
		Current
<u>EXPENDITURE</u>		2021 to 2022
<u>Description</u>		<u>Amount</u>
Fort Mobile		£37.36
Stationery		£0.00
Public Liability		£124.24
Website Domain		£119.90
Trips & Events		£0.00
Other expenses (Bank transfer from Barclays to Natwest)		£61.21
Total Expenses		£342.71
OPENING BALANCE (b/fwd)	£110.26	as per bank statement of Sept 2021
Period Income	£685.39	
Period Expenditure	-£342.71	
CLOSING BALANCE (to c/fwd)	£452.94	per figures up above
Closing Balance per bank statement (Sept)	£440.95	
October expense (to be added to next year's statement)	£11.99	
	£452.94	Closing Balance to use for Sept 2022

Audited by: Maddy Boone

Date: 12/11/2022

Signed:



LITTLEHAMPTON FORT RESTORATION PROJECT

England & Wales - Charity number 1180461

Accounts



LITTLEHAMPTON FORT RESTORATION PROJECT MINUTES – ANNUAL GENERAL MEETING

Minutes of Meeting for

Littlehampton Fort Restoration Project
AGM

Date

29 November 2021

Those Present

Andy Orpin (AO)
Matt England (ME)
John Howard (JH)
John Rhodes (JR)
Phil Brown (PB)

Apologies:

Jeff Driver (JD)

Distribution

To all those present.



MINUTES – ANNUAL GENERAL MEETING

Item	Action
<p>1.0 Welcome and thanks from the Chairman AO thanked all those present for attending the meeting.</p>	
<p>2.0 Minutes of previous AGM The minutes of the last AGM held on 19 November 2020 were reviewed. JR proposed that they were accepted as an accurate record and JH seconded this.</p>	
<p>3.0 Matters Arising from minutes of previous AGM There were no specific matters arising.</p>	
<p>4.0 Team member's ambitions for 2020/2011 JR – He explained he had a history as an army cadet and he will be joining the army cadet force this coming year as an officer, with some potential for an away day at the Fort. DBS checks would need to be carried out but would be free for volunteers. He had an ambition to compose a jingle or theme tune for the Fort. There would be potential to develop an Android app augmented reality story board, and JH would be happy to develop his skill set for this.</p> <p>ME – Matt was keen to allocate more time to the Fort and wanted to make a concerted effort with chemicals and machinery to permanently deal with weed growth. AO explained that scrub needed to be taken down to ground level and it could then be treated. ME questioned whether some machinery could be hired for clearance. AO explained that a brush cutter was the most appropriate piece of machinery for clearance, and labour was the hardest problem. Governance was generally up to date. ME had time pressures but was keen to stay involved and also bring in other groups including preparing the necessary risk assessments etc. AO explained there was a group of ex-engineers who were keen to be involved and also another group who were keen. A further Covid government announcement was due soon which could have an impact.</p> <p>JH – John was keen to visit the fort as he had been unable to so far. He was happy to continue with background work. We would be transferring our bank account to Natwest soon, where we would be able to manage the account online. AO thanked JH for his work with this.</p> <p>PB – Phil announced he would be stepping down as a trustee but may continue with some volunteering sessions.</p>	



MINUTES – ANNUAL GENERAL MEETING

Item	Action
<p>4.0 Chairman’s Report for 2019/2020 AO presented the Chairman’s Report for the period October 2019 – September 2020. This is as the separate document which is appended to these minutes.</p>	
<p>5.0 Report from the Treasurer An audited breakdown of income and expenditure for the year September 2020 - September 2021 was presented by JH. This showed an opening balance of £505, income of £260.82 and expenditure of £655.51 resulting in a closing balance of £110.26. This is as the separate document appended to these minutes. The accounts had been audited by Cordell Virtual Assistants.</p>	
<p>8.0 Confirmation of persons holding an office:</p>	
<p>8.1 Treasurer. JH would like to continue in the role of treasurer.</p>	
<p>8.2 Secretary. JR would take up the role of secretary on a temporary basis.</p>	
<p>8.3 Management Team election on the 2020/21 chairman. AO left the meeting at this point. PB proposed that AO continued in the role of Chairman, and this was agreed. AO then re-joined the meeting.</p>	
<p>7.0 Any Other Business JR shared some screen shots of his previous mobile app. A similar model could be used for the Fort. Story boards would be developed with other people’s input. Agile methodology would be used. There was no other business.</p>	

AGM Andy Orpin Chairman's Speech 2021

I would firstly like to thank the supporters, volunteers and Management Team for the Littlehampton Fort Restoration Project. It has been yet again a difficult and challenging time for all.

This last year has seen a lot of restrictions put in place in regards to Covid 19, however we saw some restrictions being reduced, which allowed us to undertake a few working days in June, July.

It is heart breaking to see all the work we have undertaken during the last 10 years being swallowed up by the regrowth of vegetation, however as per usual the volunteers went forward with a positive can-do attitude. This was so nice to see and one which left me feeling very proud to be involved in a project like this with some amazing and dedicated people.

The last two AGM's have seen the current pandemic pay a huge part in our operations, working days and also fund-raising activities. We now find ourselves like many other organisations and company's in very dire financial hard ships, and we ask individuals companies or organisations for any monitory donations to help support our us during this difficult time.

During the last few days, the government has announced a reintroduction of restrictions which will without doubt impact on our organisation. The new Covid 19 strain called 'Omicron' is set to once again put more restrictions in place for our safety, this will unfortunately delay our progress once again. We should find out on Tuesday when the government makes a public announcement to the entire country.

It was with sadness that I report on this AGM that Phil Brown our current Secretary has decided to step down from his role within the Charity. He will be greatly missed by the Management team and personally myself, and has been a great asset to the charity over his five years' service. I am sure you will all join me in wishing Phil all the best in the future, and hope he keeps in contact.

We will be actively seeking a replacement Secretary either from the existing Management Team or externally, but it will be very difficult to replace such a person like Phil... In the meantime, John Rhodes has kindly stepped up to the mark and will be the Temporary Secretary and Temporary Vice Chairman unless there is someone else who would prefer to take on this role?

I would like to pass my thanks onto [Cordell Virtual Assistants](#) and Director Carine Cordell for stepping in at the last minute and independently auditing our accounts for this AGM.

I can confirm that I am still happy to stand as the Chairman and Project Manager for the Charity for another year should the management decide that is appropriate, and will look to focus on the following plan for next year

My Plan for 2021 Nov – 2022 Oct

- 1. Recruit/ replacement Secretary for the charity.**
- 2. Recruit an additional Management Team member - focusing on Working Days and Volunteers.**
- 3. Review the Covid 19 restrictions on a month-by-month basis.**
- 4. Restart the clearance of the Fort and look to make progress in the conservation of the remaining structures.**
- 5. Recruit / charge volunteer/s within the organisation already to form a Fundraising Committee (Max 6 people) The committee will take on the role of fund raising / event planning on behalf on the Chairty.**
- 6. Seek Grant opportunities to fund both further equipment/resources or repair works (Treasurer)**
- 7. Look to train 3 x Fort Supervisors in order that we can run more working days once restrictions have been lifted.**
- 8. Attend the Littlehampton Town Show September 2022.**
- 9. Look to highlight and promote the work we are doing through engagement with media services both locally and nationally.**

I now hand the AGM over to the Secretary and I shall leave the MS team's meeting so that the management team can make their decision

Littlehampton Fort Restoration Project

Financial Report 2020/2021

INCOME & EXPENDITURE

Oct 2020 to Oct
2021

INCOME

Merchandise Sales	£-
Food/Drink Sales	£-
Easyfund Raising	£-
Events/Trips	£-
Donations	£196.80
Grants	£-
Amazon Smile	£31.72
Banking Errors	£-
Other Credit	£32.30

Total Income

£260.82

EXPENDITURE

Fort Mobile	£243.15
Stationery	£72.65
Merchandise Stock Purchased	£-
Public Liability	£116.40
Website Domain	£167.86
Leaflets Publicity	£-
Trips & Events	£-
Equipment	£-
Repairs	£-
Volunteer Refreshments	£-
Materials	£-
Banking Errors	£-
Fuel	£55.45

Total Expenses

£655.51

OPENING BALANCE (b/fwd)

£504.95

as per bank statement of Oct
2020

Period Income

£260.82

Period Expenditure

-£655.51

£110.26

CLOSING BALANCE (to c/fwd)

£110.26

as per bank statement of Oct
2021

diff

£0.00

Audited by Maddy Boone

29/11/2021

Signed:

Maddy Boone

Littlehampton Fort Restoration Project

Financial Report 2020/2021

Oct 2020 to Oct
2021

INCOME & EXPENDITURE

INCOME

Merchandise Sales	£-
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as per bank statement of Oct
2021

diff

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Audited by Maddy Boone

29/11/2021

Signed:

Maddy Boone