



## 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)
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### Distribution

To all those present.



## MINUTES – ANNUAL GENERAL MEETING

### Item

### Action

#### 1.0 Welcome and thanks from the Chairman

AO thanked all those present for attending the meeting.

#### 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.

#### 3.0 Matters Arising from minutes of previous AGM

There were no specific matters arising.

#### 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.

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.

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.

PB – Phil announced he would be stepping down as a trustee but may continue with some volunteering sessions.



## MINUTES – ANNUAL GENERAL MEETING

Item	Action
<b>4.0 Chairman's Report for 2019/2020</b> 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.	
<b>5.0 Report from the Treasurer</b> 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.	
<b>8.0 Confirmation of persons holding an office:</b>	
8.1 Treasurer. JH would like to continue in the role of treasurer.	
8.2 Secretary. JR would take up the role of secretary on a temporary basis.	
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.	
<b>7.0 Any Other Business</b> 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.	



## **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*

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