



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
<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.</p> <p>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.</p> <p>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.</p> <ul style="list-style-type: none"> - 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. <p>JD updated the meeting that he is in the process of rebuilding the Fort website.</p> <ul style="list-style-type: none"> - 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. <p>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.</p> <p>6.0 Report from the Treasurer</p>	

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

<p>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.</p>	JD
<ul style="list-style-type: none"> - 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
<p>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.</p>	JD
<ul style="list-style-type: none"> - 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
<p>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.</p>	JH
<p>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.</p>	JD
<p>Andy closed the Meeting at 20.00 and thanked everyone for their attendance and support.</p>	

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
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<u>EXPENDITURE</u>	2022 to 2023
<u>Description</u>	
Website Domain	£143,88

Total Expenses	£143,88
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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	
	<u>£338,38</u>	per bank statement of 15 Sept 2023

Audited by Maddy Boone
Date: 03/11/2023

Signed

