



SOUTHWICK (SUSSEX) SOCIETY



ANNUAL REPORT 2023

Southwick (Sussex) Society

Registered charity 284197

Working for Southwick since 1973

93 Eastern Avenue

Shoreham by Sea

BN43 6PE

nigeldivers@ntlworld.com

10 March 2024

Dear Member

Annual General Meeting Monday 8 April 2024

Once again it is my pleasant duty to invite you to the Society's Annual General Meeting to be held at Southwick Community Centre, Southwick Street on Monday 8 April 2024 starting at 7.30pm. The Agenda, Annual Report and accounts are attached.

I must also ask for nominations for people to serve as the Society's Officers and Executive Committee Members for 2024. Nominations should be in writing and include a proposer, seconder and the consent of the nominee(s) and should reach me before the meeting. The persons elected will be the Society's Charity Trustees.

The meeting is open to all members of the Society whose subscription is paid up to date. If your subscription is outstanding, please contact the Membership Secretary, John Young, 7, The Crescent, Southwick as soon as possible. There will, of course, be no admission charge for this meeting.

Please do come to the meeting as there is a lot going on and your Society needs your support and participation if it is to continue to thrive. There are many opportunities for you to volunteer in various ways to help your Society.

Important notes

- The Officers of the Society are, Chairman, Vice-Chairman, Hon Treasurer and Hon Secretary.
- In addition to the Officers the Executive Committee consists of not more than 12 members.
- Nominees should sign their nomination to indicate their willingness to serve.
- The members of the Executive Committee constitute the Society's Charity Trustees and are responsible under charities legislation for the proper running of the Society's affairs.
- The persons elected will be asked to complete a form giving information required under charities legislation and declare that they are legally eligible to serve. They will also be given information about their responsibilities as charity trustees. Information about charities law and charity trustees is available on the Charity Commission's website. The persons elected will hold office until the next annual general meeting.

Yours sincerely

N F Divers

Hon Secretary

AGENDA

1. Welcome and introduction.
2. Apologies for absence
3. To receive and approve the minutes of the Annual General Meeting held on Monday 17 April 2023.
4. Matters arising from the minutes, if any.
5. To receive the Trustees Annual Report for 2023.
6. To receive the Independently Examined Accounts for 2023.
7. To elect the Society's President.
8. To elect the following Officers for 2024,
 - a. Chairman
 - b. Vice-Chairman
 - c. Hon Treasurer
 - d. Hon Secretary
9. To elect not more than 12 members to serve on the Executive Committee for 2024.
10. To appoint an Independent Examiner for 2024.
11. The Society's programme for 2024.
12. General business at the discretion of the Chairman. If you wish to raise anything under this item, it would be very helpful if you were to inform the Chairman or Secretary beforehand.

Southwick (Sussex) Society

Minutes of the Annual General Meeting held on Monday 17 April 2023.

Present; Mary Candy (Chairman) and 16 members.

1. **Tribute to Michael Allen, President of the Southwick Society**
 - a. The Chairman reminded members that Michael Allen, the Society's President, had died during the year. She gave a summary of Michael's work and paid tribute to his great service to the Society. Members kept one minute's silence.
2. **Minutes**
 - a. The Minutes of the Annual General Meeting held on Monday 11 April 2022 were approved. There were no matters arising.
3. **Annual Report for 2022**
 - a. The Chairman briefly summarised the report, saying that the Society was now returning to normal operations after the Covid pandemic. She thanked the Officers, committee members and all volunteers for their work for the Society. She gave special thanks to Karen Hewitt for organising the successful Heritage Talks programme. The Chairman referred to the exhibitions held in the Manor Cottage in relation to the Queen's Platinum Jubilee, the Valiant bomber crash in 1956 and the late Ted Heasman. She said that a summer social had been held for members. The Chairman thanked the Adur East Lions for their donation following the visit of Father Christmas to the Manor Cottage. The report was approved without discussion.
4. **Accounts for 2022**
 - a. The Hon Treasurer presented his report and the 2022 Accounts. He said that there had been a small loss (£548.00) and referred to rising prices and especially energy costs as causes of the excess of expenditure against income. He said that income from subscriptions, donations, meeting charges and sales had all risen. He informed the meeting that the Society had been left £55281.00 in the will of Evelyn Packham, a long-standing member; this money would appear in the 2023 accounts. The Treasurer's Report was noted, and the Accounts were approved.
 - b. Members thanked the Treasurer and thanked Clive Hayton for his help in relation to the accounts.
5. **Election of Officers**

- a. Ray Richards took the Chair for the election of the Chairman. He thanked Mary Candy for her inspiring work as Chairman. Mary Candy resumed the chair after her election.
6. The following Officers were elected to serve for 2023.
 - a. **Chairman** Mary Candy
 - b. **Vice chairman** Ray Richards
 - c. **Hon Treasurer** Trevor Burchell
 - d. **Hon Secretary** Nigel Divers
 - e. On resuming the chair, Mary Candy thanked the officers for their support and work during the year.
7. **Election of Executive Committee members**
 - a. The Chairman thanked all the Committee members for their work and support during the last year. She paid tribute to Janice Tritton who had decided not to seek re-election.
 - b. The following members were elected to serve on the Executive Committee for 2023, Pamela Coppelman, Amanda Evans, Karen Hewitt, Jo Harrison, John Young.
 - c. The meeting noted that there were seven vacancies on the Executive Committee.
8. **Programme for 2023**
 - a. The Chairman appealed for members to volunteer to help the Society in its activities. She especially mentioned, stewarding in the Cottage, Cottage maintenance and housekeeping, gardening at the Cottage.
 - b. The Chairman reminded the meeting that the Society was now in its 50th Anniversary Year.
 - c. The Chairman said that the Committee was proposing a series of events during the year, including, an exhibition about Southdown Road, an exhibition about the work of the Society over the previous 50 years, Heritage Talks, a guided walk led by Nigel Divers, guided tours of the Manor Cottage and the provision of two new heritage information boards.

The meeting closed at 19.48.

Southwick (Sussex) Society

Founded 1973

TRUSTEES ANNUAL REPORT – for the period ending on 31 December 2023

Name of Charity; Southwick (Sussex) Society

(The Society's working title is the "Southwick Society".)

Charity registration number 284197

Trustees (the Executive Committee)

Chairman	Mrs M Candy
Vice Chairman	Professor R L Richards
Hon Treasurer	Mr T Burchell
Hon Secretary	Mr N F Divers
Trustee	Mrs J Brazier (<i>appointed 12 October 2023</i>)
Trustee	Mrs P Coppelman (<i>appointed 9 February 2023</i>)
Trustee	Ms A Evans
Trustee	Ms J Harrison
Trustee	Mrs K Hayton
Trustee	Ms J Tritton (<i>retired 17 April 2023</i>)
Trustee	Mr J Young

Structure, Governance and Management

- Trustees, including the officers mentioned above, are elected each year by the members of the Southwick (Sussex) Society present at their Annual General Meeting. Nine Trustees, including the officers, were elected at the Annual General Meeting on 17 April 2023. One Trustee co-opted in February was subsequently elected at the Annual General Meeting. One Trustee was co-opted later in the year. At the end of the year there were ten Trustees. The Trustees met formally on ten occasions during the year to manage the affairs of the Society. The Trustees are assisted by unpaid volunteers who offer their services from time to time for activities which include; stewarding, gardening, maintenance and housekeeping at the Manor Cottage Heritage Centre.
- The Charity is an unincorporated association.
- None of the Trustees receives payment, other than approved out of pocket expenses. The Society has no staff.
- The Trustees have a range of skills, experience and knowledge useful for the administration of the Society. Trustees are provided with information about the Society, its objectives, and the essential duties of Trustees.

The Society's Headquarters

The Society's headquarters are in the Manor Cottage Heritage Centre. This is a timber-framed house dating from the 15th century or earlier. It is listed as being of historical or architectural interest, Grade II. The Cottage is held from the Adur District Council on a 99-year, full repairing lease at a peppercorn rent, expiring in 2081. It is run as a local heritage centre and the Society has a continuing responsibility for its maintenance.

The Property Trustees are, Mr B Candy, Mr N F Divers, Mr R M Marchant, Professor R L Richards

Address for correspondence.

Hon Secretary; 93 Eastern Avenue, Shoreham by Sea, West Sussex, BN43 6PE

Emails; nigeldivers@ntlworld.com southwicksociety@gmail.com

Website; southwicksociety.org

Purposes of the Society

The Society is the local amenity society for Southwick and Fishersgate. Its charitable objectives are,

- To stimulate public interest in Southwick and Fishersgate.
- To promote high standards of planning, architecture in Southwick and Fishersgate.
- To secure the preservation, protection, development and improvement of features of historic or public interest in Southwick and Fishersgate.

Objectives, activities and statement of Public Benefit

The Trustees set and achieved objectives for 2023. These included the following activities,

- a. Installation of a blue plaque commemorating CLR James, historian, writer, and black activist.
- b. Provision of two public, heritage interpretation boards relating to the crash of a Valiant bomber in 1956 and the history of Southwick Recreation Ground.
- c. Renewal of the damaged public, heritage interpretation board relating to the Southwick Roman villa.
- d. Provision of a series of six heritage talks, open to the public.
- e. Staging two exhibitions in the Manor Cottage Heritage Centre.
- f. Opening the Manor Cottage Heritage Centre, free of charge.
- g. Holding a free guided history walk of Southwick.
- h. Providing free guided tours of the Manor Cottage Heritage Centre.
- i. Providing special free guided tours of the Manor Cottage Heritage Centre to members of local youth groups.
- j. Continuing to accept donations of appropriate artefacts about the history of Southwick for preservation and study in the Society's Archive and storage, conservation and cataloguing the Archive collection.
- k. Providing public information in the Society's website.
- l. Continuing to maintain the Manor Cottage Heritage Centre.
- m. Monitoring local planning applications and other proposals relating to the local area and commenting upon them where this was considered necessary.

The Trustees have reviewed the relevant Charity Commission guidance and are satisfied that these objectives and activities meet the "Public Benefit" requirement.

Risk management and policies.

The Trustees have informally assessed the major risks to which the Society is exposed and are satisfied that systems are in place to mitigate major risks to the Charity.

The Trustees have adopted and reviewed policies for the governance of the Charity, these include, internal financial controls, Trustee expenses, investing funds, financial reserves, dealing with Trustee conflicts of interest, safeguarding, bullying and harassment and social media.

Financial Review

Reserves Policy

The Society has responsibility for an ancient building which is open to the public. It has therefore built up a reserve of money to meet any costly repairs which may become necessary to continue operating. The Society's reserves are reviewed regularly and the funds are invested in accordance with our Investing Policy. The Society makes plans for the use of its reserves and reviews the need for any excess reserves. Currently £130000.00 are held in reserve.

Investing funds

When making investment decisions the Trustees will act in good faith and only in the interests of the Society. They will carefully select regulated banking partners where money will be kept on deposit. Where possible, maximising the amount of interest earned. All banking deposits will be covered by the Financial Service Compensation Scheme and the amounts on deposit will be kept within the limits for this scheme.

No funds will be invested in accounts or with providers where the assets are at higher risk or where the amount returned could be less than the amount initially invested.

Statement of Trustees' responsibilities

The Trustees are responsible for preparing the Trustees Annual Report and financial statements in accordance with applicable law and UK Generally Accepted Accounting Principles.

The law in England and Wales requires the Trustees to prepare financial statements for each financial year which give a true and fair view of the state of affairs of the Charity and of its incoming resources and application of resources for that period. In preparing those financial statements, the Trustees are required to,

- Select suitable accounting policies and then apply them consistently.
- Observe the methods and principles in the Charities Statement of Recommended Practice.
- Make judgments and estimates that are reasonable and prudent.
- State whether applicable accounting standards have been followed, subject to any material departures disclosed and explained in the financial statements.
- Prepare the financial statements on the going concern basis unless it is inappropriate to presume that the Charity will continue in operation.

The Trustees are responsible for keeping accounting records which disclose with reasonable accuracy at any time the financial position of the Charity and to enable them to ensure that the financial statements comply with the Charities Act 2011. They are also responsible for safeguarding the assets of the Charity and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

This report was approved by the Trustees on Thursday 14 March 2023 and signed on their behalf by Mrs Mary Candy, Chairman.

Southwick (Sussex) Society

UNAUDITED

TRUSTEES' REPORT AND FINANCIAL STATEMENTS

FOR THE YEAR TO 31ST December 2023

Southwick (Sussex) Society

Contact Address:
93 Eastern Avenue
Shoreham-by-Sea
West Sussex
BN43 6PE

Registered Number: 284197

SOUTHWICK (SUSSEX) SOCIETY

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SOUTHWICK (SUSSEX) SOCIETY

LEGAL AND ADMINISTRATIVE INFORMATION

Trustees	Chair	Mary Candy
	Treasurer	Trevor Burchell
		Jo Harrison Pamela Coppelman Amanda Evans John Young Nigel Divers Prof Ray Richards Karen Hewitt Jeanette Brazier – appointed April 2024
Charity Registered Number		284197
Contact Address		93 Eastern Avenue Shoreham by Sea West Sussex BN43 6PE
Independent Examiner		Marsh & Co Accountants 254 Upper Shoreham Road Shoreham by Sea West Sussex BN43 6BF

SOUTHWICK (SUSSEX) SOCIETY

TRUSTEES' REPORT

Chairman's Report

2023 was a very special year for the Society, marking fifty years since its formation. Several events were held throughout the year to mark this milestone including a celebration in September to thank all the wonderful volunteers, past and present, who have made the Society what it is today. Guests included Roy King, who was one of the founder members and, of course, Nigel Divers who has held the role of secretary since the beginning. An exhibition looking back at the formation and work of the Society over the last fifty years highlighted the many projects and campaigns which we have been involved in. From injecting trees to protect them against Dutch Elm disease to fighting to save our beach and erecting interpretation boards to promote our history. And much more.

We were very sad to lose our president, Michael Allen, in April. He had been such a wonderful supporter of the Society, and, amongst other things, project managed the restoration of the west wing of the Manor Cottage. He is greatly missed.

Looking back at the past fifty years has highlighted yet again how the Society's success is dependent upon the selfless work of all its volunteers. So once again I thank you all so much for your support not just over the last year but over the last fifty years.

Mary Candy: Chairman & Charity Trustee

14th March 2024

TREASURERS REPORT

General:

The Society remains in a healthy financial situation mainly due to a legacy of £55,281 received from a local resident, Evelyn Packham. The Society's Bank and Savings accounts total £164,791

Manor Cottage Costs:

Insurances, utilities, and general cottage expenses show a slight decrease during the year of £545.00. In line with other museums and businesses, the cottage electricity costs have increased from £1,597.57 in 2022 to £2,114.45 in 2023.

Purchases:

The Society replaced the Roman Villa information board at The Methodist Church, and also purchased and erected an information board about the history of Southwick Recreation Ground to commemorate the Valiant Bomber crash. Total cost £3,203.00.

Cottage Repairs:

Some ongoing painting, glazing and general garden maintenance was carried out during the year, at a cost of £471.

Shop:

Shop sales are down from £1,810 last year to £696.00 a decrease of £1,114.00 – in 2022 the Society launched a new book but there were no new publications during the last financial year. Shop stock for re-sale has been previously 'written off' in the year of purchase - stock purchased since the 1st January 2008 and still on hand as at the 31st December 2023 is now carried forward. The current value of stock held at cost price was £1,793.00.

SOUTHWICK (SUSSEX) SOCIETY

TRUSTEES' REPORT (Continued)

Membership & Donations:

Life Membership showed an increase of £65 but annual membership fell during the year. Donations showed a slight increase mainly due to a donation from Adur East Lions who made a donation of £500.00 for the use of the cottage where many excited children, and parents, visited Santa's Grotto!

The committee are aware that with increases in insurances, room booking fees, maintenance and utilities combined with the low interest rates received from our investment accounts mean that finances could quickly dwindle. However, the committee do not propose an increase in subscriptions and fees at the Annual General Meeting, but membership and meeting fees will be kept under review during the year.

Current Membership Fees:

Life Membership	£65.00
Life Membership (over 65)	£55.00

Annual Membership.	£10.00
Society monthly meetings.	£3.00 for members and £5.00 for non-members.

I am sure you will appreciate that the annual subscription and monthly meeting fees still represent excellent value for money and is comparable with other groups in the area.

Gift Aid:

My thanks go to John Young who secured a 'Gift Aid' refund of £105.58 during the financial year.

The Society will continue to claim 'Gift Aid' from subscriptions and relevant donations. The scheme enables the Society to reclaim tax in respect of payments from people who are UK taxpayers. This is at no cost to the individuals concerned and enables the Society to raise an extra 25p in the pound from the Government –it's not a lot, but it's free money and every little helps!

Trevor Burchell: Hon. Treasurer & Charity Trustee

14th March 2024

SOUTHWICK (SUSSEX) SOCIETY

INDEPENDENT EXAMINER'S REPORT FOR THE YEAR ENDED 31 DECEMBER 2023

INDEPENDENT EXAMINER'S REPORT TO THE TRUSTEES OF SOUTHWICK (SUSSEX) SOCIETY

I report to the trustees on my examination of the accounts of the Southwick (Sussex) Society for the year ended 31 December 2023.

RESPONSIBILITIES AND BASIS OF REPORT

As the charity trustees of the Trust, you are responsible for the preparation of the accounts in accordance with the requirements of the Charities Act 2011 ('the Act').

I report in respect of my examination of the Trust's accounts carried out under section 145 of the 2011 Act and in carrying out my examination I have followed all the applicable Directions given by the Charity Commission under section 145(5)(b) of the Act.

INDEPENDENT EXAMINER'S STATEMENT

I have completed my examination. I confirm that no material matters have come to my attention in connection with the examination giving me cause to believe that in any material respect:

1. accounting records were not kept in respect of the Trust as required by section 130 of the Act; or
2. the accounts do not accord with those records; or
3. the accounts do not comply with the applicable requirements concerning the form and content of accounts set out in the Charities (Accounts and Reports) Regulations 2008 other than any requirement that the accounts give a 'true and fair view which is not a matter considered as part of an independent examination.

I have no concerns and have come across no other matters in connection with the examination to which attention should be drawn in this report in order to enable a proper understanding of the accounts to be reached.

Signed:



Dated: 18th April 2024

MARK GOBLE
MARSH & CO ACCOUNTANTS
254 Upper Shoreham Road
Shoreham by Sea
West Sussex
BN43 6BF

SOUTHWICK (SUSSEX) SOCIETY

STATEMENT OF FINANCIAL ACTIVITIES (Incorporating income and expenditure account) FOR THE PERIOD TO 31ST DECEMBER 2023

	NOTE	Restricted funds 2023	Unrestricted funds 2023	Total funds 2022
				£
INCOMING RESOURCES				
Income resources from generated funds:				
Legacy received		-	55,281	-
Annual subscriptions		-	479	626
Life memberships		-	340	275
Donations		-	1,158	994
Shop sales		-	696	1,810
Meetings & raffles		-	656	1,346
Grants		-	-	2,667
Investment Income	2	-	1,117	98
Other incoming resources				
TOTAL INCOMING RESOURCES		-	59,727	7,816
RESOURCES EXPENDED				
Governance & Support Costs	3	-	11,480	8,364
TOTAL RESOURCES EXPENDED		-	11,480	8,364
MOVEMENT IN TOTAL FUNDS FOR THE YEAR - NET INCOME/(EXPENDITURE) FOR THE YEAR		-	48,247	(548)
Total funds at 1 January 2023		-	216,876	217,424
Transfer of funds		-	-	-
FUNDS AT 31 DECEMBER 2023		-	265,123	216,876

The Notes on pages 11 to 13 form part of these financial statements.

SOUTHWICK (SUSSEX) SOCIETY

BALANCE SHEET AS AT 31ST DECEMBER 2023

	Note	2023	2022
		£	£
FIXED ASSETS			
Tangible Assets		98,538	100,537
Investments		-	-
		<u>98,538</u>	<u>100,537</u>
CURRENT ASSETS			
Shop Stock	5	1,793	2,304
Cash at Bank and in Hand		164,792	114,035
		<u>166,585</u>	<u>116,339</u>
CREDITORS: amounts falling due within one year		(-)	(-)
NET CURRENT ASSETS		<u>166,585</u>	<u>116,339</u>
NET ASSETS		<u>265,123</u>	<u>216,876</u>
CHARITY FUNDS			
Unrestricted revenue accumulated funds	4	265,123	216,876
Restricted revenue accumulated funds	4	-	-
TOTAL FUNDS		<u>265,123</u>	<u>216,876</u>

The financial statements were approved by the Trustees on 14th March 2024 and signed on their behalf, by:

Mary Candy: Chair.....M Candy.....

Trevor Burchell: TreasurerT Burchell.....

The Notes on pages 11 to 13 form part of these financial statements.

SOUTHWICK (SUSSEX) SOCIETY

NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 DECEMBER 2023

1. ACCOUNTING POLICIES

Basis of preparation of financial statements

These accounts have been prepared under the historical cost convention with items recognised at cost or transaction value unless otherwise stated in the relevant note(s) to these accounts.

The financial statements have been prepared in accordance with Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) and Charities SORP (FRS 102)).

Fund accounting

General funds are unrestricted funds which are available for use at the discretion of the Trustees in furtherance of the general objectives of the charity and which have not been designated for other purposes.

Restricted funds are funds which are to be used in accordance with specific restrictions imposed by donors or which have been raised by the charity for particular purposes. The costs of raising and administering such funds are charged against the specific fund. The aim and use of each restricted fund is set out in the notes to the financial statements.

Investment income, gains and losses are allocated to the appropriate fund.

Incoming resources

All incoming resources are included in the Statement of financial activities when the charity is legally entitled to the income and the amount can be quantified with reasonable accuracy.

Donated services or facilities, which comprise donated services, are included in income at a valuation which is an estimate of the financial cost borne by the donor where such a cost is quantifiable and measurable. No income is recognised where there is no financial cost borne by a third party.

Income tax recoverable in relation to donations received under Gift Aid or deeds of covenant is recognised at the time of the donation.

Income tax recoverable in relation to investment income is recognised at the time the investment income is receivable.

Resources expended

All expenditure is accounted for on a cash basis and has been included under expense categories that aggregate all costs for allocation to activities. Where costs cannot be directly attributed to particular activities, they have been allocated on a basis consistent with the use of the resources.

Governance costs are those incurred in connection with administration of the charity and compliance with constitutional and statutory requirements.

Turnover

Turnover comprises revenue recognised by the charity in respect of goods and services supplied during the year.

SOUTHWICK (SUSSEX) SOCIETY

NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 DECEMBER 2023

ACCOUNTING POLICIES (continued)

2. INVESTMENT INCOME

	Restricted Funds 2023 £	Unrestricted Funds 2023 £	Total Funds 2022 £
Bank Interest Received	-	1,117	98
TOTAL INVESTMENT INCOME	-	1,117	98

3. GOVERNANCE AND SUPPORT COSTS

	Restricted Funds 2023 £	Unrestricted Funds 2023 £	Total Funds 2022 £
Shop Cost of Goods Sold	-	1,083	727
Meeting Expenses	-	822	956
Manor Cottage Costs ✓	-	3,205	3,648
Information Boards	-	3,203	-
Affiliation Fees	-	187	115
Printing, Postage & Stationery ✓	-	981	799
Accountancy	-	-	-
Depreciation ✓	-	1,999	2,070
Other	-	-	49
	-	11,480	8,364

SOUTHWICK (SUSSEX) SOCIETY

NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 DECEMBER 2023

4. STATEMENT OF FUNDS

	Brought Forward £	Incoming Resources £	Resources Expenses £	Transfers In/(out) £	Carried Forward £
General funds					
General Fund	216,876	59,727	11,480	-	265,123
Total Unrestricted funds	216,876	59,727	11,480	-	265,123
Restricted funds					
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
Total Restricted funds	-	-	-	-	-
Total of funds	216,876	59,727	11,480	-	265,123

5. Stock Impairment Review

At the year-end, the Trustees conducted a stock impairment review, and they identified that several old stock lines should be written off. The amount of the impairment/ stock write offs totals £699.00. This adjustment has not been reflected in the above accounts, but the Trustees will reflect this adjustment on the 1 January 2024.