

## **BEXHILL HERITAGE**

### **Annual General Meeting**

#### **Minutes of the meeting held 7PM ON WEDNESDAY 11th April 2018**

Traffers Bar (upstairs room), 19 Egerton Rd, Bexhill-on-Sea TN39 3HJ

List of attendees see below.

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Raymond Konyyn took the chair

#### **1. Welcome and apologies**

Apologies were received from; Terry Byrne; Joan Harding; Rachael Hills; Anthony Lee; Dru Trumasteur; Val Hunnisett; Cllr. Azaad; Cllr. Hollidge; Christine Madeley; Paul Lendon; Carol Thomas; Margaret Garcia

#### **2. Declaration of interests; no new interests were declared**

#### **3. Report by the Chair;**

The Chair gave a verbal report of the activities of the society since it had been set up less than a year ago. All the issues covered can be found on the web site. These include

- Establishing the charity and a structure for the organisation, setting up a website. Making contact with partners and associates in order to establish collaborative working relationships, including with the planning authority Rother District Council
- Investigating a number of volunteer led, practical projects most notably the conservation and restoration to working order of the West Station Clock which will officially be opened on the 16 June.
- Monitoring and commenting on a number of planning applications where buildings or areas of historic value were or still are at risk. It was noted that although only in existence for less than a year the group has already become a serious voice in the community.

#### **4. Governance Report.**

Steve Johnson gave a verbal summary of the attached governance report.

#### **5. To approve an organisational plan and committee structure**

The attached paper describing a proposed organisational plan and committee structure was approved.

#### **6. To elect trustees for the period May 2018 to April 2020**

At this point the chair stood down and the following trustees were elected;

Raymond Konyn – Chair of trustees; proposed Tony Lightly, seconded Sandy Melvin

Emily Leach – Trustee until 2020; proposed Steve Johnson, seconded Raymond Konyn

Steve Johnson- Trustee until 2021; proposed Emily Leach, seconded Alex Markwick

Alex Markwick – Trustee until 2022; proposed Steve Johnson, seconded Emily Leach

**7. To elect a committee for the year May 2018 to April 2019**

The following committee members were elected

Chair - Raymond Konyn; Proposed, Richard Sage, seconded Julia Penfold

Vice Chair, Vacant

Secretary – Tony Teehan; Proposed Tony Lightly, seconded Nick Hollington

Information support officer – Alex Markwick; Proposed Justin Allan seconded Madeleine Gilbert

Museum liason officer Emily Leach; Proposed Julia Penfold, seconded Jan Marner

Projects Coordinator Simon Allan; Proposed Paul Wright, seconded Doug Oliver

Planning consultant- David Beales; Proposed Tony Lightly seconded Dave Hatherell

Member representative- Paul Wright; Proposed Doug Oliver, seconded Nick Hollington

**8. Any Other Business**

It was agreed that members were happy for the committee to co-opt other possible new committee members during the year if necessary

The dates of committee meetings and a full calendar or meetings will be circulated with these minutes.

The merits of a membership card were discussed and it was agreed that at this stage, due to cost, not to pursue this.

David Beales proposed a vote of thanks to the founding trustees and committee saying he thought the organisation was most outward looking and imaginative.

It was requested that meetings might be held in a more accessible venue in the future, if a reasonably priced one could be found.

The meeting ended at 8.00 pm.

Signed .....

Date.....

Attached;

Attendees, governance report, committee and organisation structure, calendar of meeting dates.

**Attendees Bexhill Heritage, Annual General Meeting, 11<sup>th</sup> April 2018**

Emily Leach

Raymond Konyn

Steve Johnson

Doug Oliver

Nick Hollington

Mike French

Dave Hatherell

Jan Marner

Alex Markwick

Simon Allan

Justin Allan

Paul Wright

Tony Lightly

Dorothy Smith

Stephen Samuelson

Julia Penfold

Richard Sage

Tony Teehan

Sandy Melvin

Rhoda Beales

David Beales

Christina Byrne

David Harding

Madeleine Gilbert

## Bexhill Heritage – Governance Report 11<sup>th</sup> April 2018

### Foundation and structure

Bexhill Heritage was formally established as a 'small charity' on 7<sup>th</sup> September 2017 by three founding trustees – Raymond Konyn, Emily Leach and Steve Johnson.

The constitution states that Bexhill Heritage is a membership organisation. Members exercise power through the annual general meeting and by the election of trustees and committee members.

There should be a minimum of three and a maximum of ten trustees. Trustees have responsibility for ensuring that the charity fulfils the 'objects' stated in the constitution i.e.:

- To promote for the benefit of the public the conservation, protection and improvement of the built environment by encouraging high standards of architecture, environmental design and town planning in Bexhill and particularly within the *Bexhill Town Centre Conservation Area*.
- To advance the education of the public in the conservation, protection and improvement of the built environment by engaging Bexhill's residents and visitors in activities that stimulate an interest in and appreciation of the town's built architectural heritage.
- To inform, advise and support public authorities, architects, property developers, construction companies and property owners in the conservation, repair and development of Bexhill's heritage buildings and public open spaces.

On 29<sup>th</sup> November 2017, Her Majesty's Revenue and Customs (HMRC) recognised Bexhill Heritage as a 'charitable Company for tax purposes'. As this recognition is sufficient for us to qualify for the government's 'gift aid' scheme and has enabled *PayPal* and other similar organisations to accept our charitable status, the founding trustees decided that it was unnecessary, at this stage, to register with the Charity Commission. Such registration is compulsory for regulatory purposes once a charity achieves an annual income of £5,000. (Our income for the financial year 2017/18 was in the region of £1,100.)

At the first AGM on 11<sup>th</sup> April 2018, the founding trustees will be presented for re-election along with at least one other nominee. Each of the new trustees will be elected for varying terms of office of between one and three years. This ensures that at least one trustee can be replaced at each subsequent AGM and that our trustees do not reach the end of their terms of office simultaneously.

To date, the three founding trustees and Alexis Markwick have formed Bexhill Heritage's committee. While this arrangement is common in a fledgling organisation, it's not sustainable in the long term and we hope that more members will join an expanded committee to secure our charity's future. Trustees hope that, in time, members will step into one of the committee positions that were outlined in an email to members from the Chair in March 2018.

Subject to approval at the 2018 AGM, trustees will meet at least every three months, the new committee will normally meet once a month and members will meet six times each year, including at the AGM, to receive trustee and committee reports, and to engage in activities linked to the charity's objects.

## Membership

Membership stands at 77. Numbers joining Bexhill Heritage each month are presented in the table below.

November	December	January	February	March
23	9	15	18	12

## Finances

We are indebted to Rother Voluntary Action who generously provided a 'start up' grant of £200. This enabled the founding trustees to produce publicity materials, set up a website and fund a contact phone number. Without this support, our progress would have been slower. There have been other generous donations to date. Alexis Markwick donated the proceeds of work he had completed for the Highwoods Preservation Society, Tony Teehan has funded the charity's membership of the Victorian Society and Tony Lightly has donated fifty cards part of the proceeds from which can be retained by Bexhill Heritage. Otherwise our funds have been derived largely from membership subscriptions. By reclaiming 'gift aid' from HMRC, we anticipate at least £200 of additional income. This will be recognised in the 2018/19 accounts.

We have applied for a grant of £1730 from Bexhill Charter Trustees towards the restoration of West Station Clock and have also launched a special appeal from which we hope to raise at least a further £500. Other grant applications are pending, once suitable projects have been agreed and properly costed. To date we continue to seek sponsorship for our proposed Civic Pride Award.

Our main items of expenditure in the seven months of operation during the 2017/18 financial year have related mainly to raising the profile of the charity and attracting members.

To continue the charity's work in the future, we must maintain our phone line, website and insurances. The monthly cost of these essential items is in the region of £25 per month. This means we require at least 30 members to continue a 'basic' level of operation.

Arrangements are being made for Rother Voluntary Action to officially 'examine' our 2017/18 accounts. It is anticipated that this process will be completed in June 2018 and that final accounts can be presented to members in July. In the meantime, provisional accounts will be sent to members prior to the April AGM.

## Insurance

Bexhill Heritage is insured with Ecclesiastical. Our policy includes £10 million 'public liability' cover. This is the minimum required by Rother District Council for organisations carrying out assessments or working on buildings and structures for which it holds the freehold. Such cover is also required when we book a stall, staff an information point or hold a meeting in a public or private building, or as part of an event organised by a third party. We also hold £100,000 for trustee liability. The policy premium is £190 per annum.

## Policies

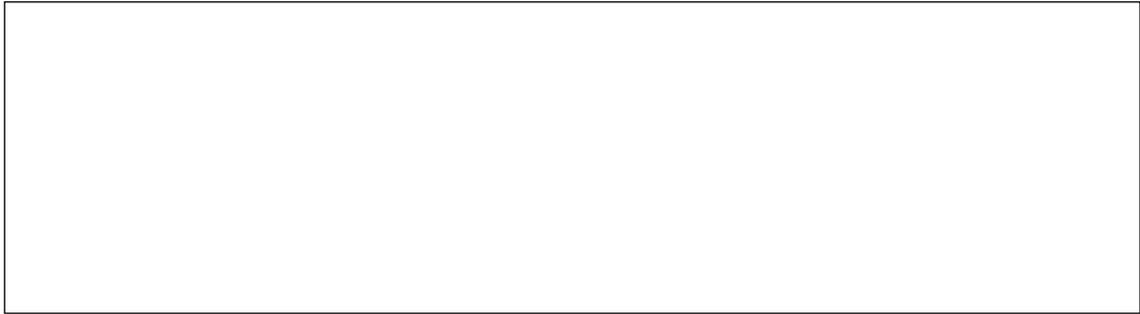
Since the charity's foundation, trustees have approved the following policies:

- Data protection compliant with the General Data Protection Regulations for May 2018
- Health and safety including a risk assessment form
- Safeguarding of young people and vulnerable adults

We also have an event planning form and a development plan.

Steve Johnson, April 2018

**Bexhill Heritage – organisation chart and committee membership**



**Trustees**

Responsibility to set the strategic direction of the charity with close reference to its 'objects' and to evaluate performance. Trustees may also have a role on the committee.

Accountable to the members.

Quarterly trustee meetings to focus on the strategic plan, performance and budget



## **Committee membership**

### **Chairperson**

The chairperson has a strategic role to play in representing the charity's vision and purpose. He / she should ensure that the management committee is fully representative of the members, and is both diverse and balanced. The chairperson ensures that the management committee functions properly, that there is full participation at meetings, all relevant matters are discussed, and that effective decisions are made and carried out in line with the charity's agreed development plan and charitable objects.

### **Vice Chair**

The vice-chair supports the chairperson in fulfilling their strategic role and in ensuring that the charity makes decisions in line with its agreed charitable objects and development plan. He / she will organise at least 50% of the members' meetings.

The vice-chair will deputise for the chairperson in his or her absence.

### **Secretary (may appoint an assistant)**

The secretary's role is to support the chairperson and vice chair in ensuring the smooth functioning of the committee as well as to be responsible for governance and day to day administration.

### **Treasurer (may appoint an assistant)**

The treasurer's role is to oversee the financial affairs of the charity and ensure they are legal, constitutional and within accepted accounting practice. He / she will ensure proper records are kept and that effective financial procedures are maintained. He / she will monitor and report internally and externally on the financial health of the organisation and oversee the production of necessary financial reports/returns, accounts and audits. The treasurer will account for monies accruing to the charity in response to successful grant applications and co-ordinate the preparation of reports for funders using the criteria specified by the relevant funding body.

### **Media and marketing officer / fundraiser (This role may be shared)**

The media and marketing officer's role is to create and maintain a highly visible and positive profile for the charity via social, digital, broadcast and print media. He / she will further the charity's objects, and attract donors, new volunteers and supporters by developing our local profile and reputation. He / she will liaise with other committee members to ensure that relevant grant applications are made in line with the charity's fundraising policy and strategy.

### **Planning officer (The person fulfilling this role may opt to operate 'outside' the committee.)**

The planning officer's role is to monitor and arrange a response to planning applications that fall within the heritage and geographical remit of the charity. He / she will ensure that the charity contributes and responds to the local authority's planning policies.

### **Information technology support officer**

The IT support officer's role is to advise other committee members how to make the most of the digital opportunities available to the charity and to maintain IT systems in support of the charity's work. The IT support officer will also be responsible for the development, maintenance and security of the charity's website, and of its computers.

**Project co-ordinator (may appoint an assistant)**

The project co-ordinator has responsibility for supporting the organisation of the charity's projects through the support and monitoring of project leaders. He / she will ensure that projects are congruent with the charity's objects, have achievable outcomes, are safe, are appropriately funded and are agreed by the committee. He/ she will have the responsibility for liaising with appropriate partners including the local authority. In cases where it is agreed that the project co-ordinator should lead a project themselves, then project oversight will pass to one of the charity's trustees. The project co-ordinator will lead on the charity's annual Civic Pride Award.

**Public education and events coordinator (may appoint an assistant)**

The public education and events officer has responsibility for co-ordinating the charity's public education and events. He / she will ensure that educational initiatives and events are congruent with the charity's objects, have achievable outcomes, are safe and are appropriately funded. He/ she will have the responsibility for liaising with appropriate partners including the local authority.

**Museum Liaison Officer**

The museum liaison officer has responsibility for developing and maintaining positive and productive working relationships principally with Bexhill Museum but also with other museums as appropriate. In particular, the museum liaison officer will ensure that the work of Bexhill Heritage and Bexhill Museum and complementary.

**In addition, the charity seeks to appoint consultants in the following areas:**

- Planning
- Architecture and design with an emphasis on heritage assets
- Local history
- Education

Consultants should become members of the charity and should be or should have been professionally engaged in the subject on which they are able to offer advice.