



## **ANNUAL GENERAL MEETING**

**Letherhead Institute, 8 pm Friday, 15 March 2019**

**Leatherhead & District Local History Society CIO**

**Registered Charity No. 1175119**

## **SCHEDULE OF DOCUMENTS ATTACHED**

**AGENDA FOR THE 2019 AGM**

**MINUTES OF THE 2018 AGM**

**EXECUTIVE COMMITTEE OFFICER'S REPORTS**

**CHAIRMAN: JOHN ROWLEY**

**ARCHAEOLOGY SECRETARY: NIGEL BOND**

**PROGRAMME SECRETARY: FRED MEYNEN**

**RECORDS SECRETARY: ROY MELLICK**

**SALES AND PUBLICATIONS SECRETARY: ROY MELLICK**

**MEMBERSHIP SECRETARY: FRANK HASLAM**

**NEWSLETTER EDITOR/ PUBLICITY SECRETARY: TONY MATTHEWS**

**PROCEEDINGS EDITOR: DAVID HAWKSWORTH**

**MUSEUM MANAGEMENT REPORT**

**HONORARY TREASURER'S REPORT AND STATEMENT OF ACCOUNTS: Carl Leyshon**



## ANNUAL GENERAL MEETING

Letherhead Institute, 8 pm Friday, 15 March 2019

Leatherhead & District Local History Society CIO

Registered Charity No. 1175119

This is the second Annual General Meeting of the Society in its re-incarnation as a CIO. (It would be the 72<sup>nd</sup> AGM of the previous Society.) The meeting is chaired by Honorary President Alan Pooley. An Ordinary Resolution is passed if approved by over half the votes cast. A Special Resolution is passed if approved by two-thirds of the votes cast.

### AGENDA

1. Apologies for Absence.
2. Minutes of the 71<sup>st</sup> AGM of Registered Charity No. 802409, and Matters Arising.
3. Minutes of the 1<sup>st</sup> AGM of Registered Charity No. 1175119, and Matters Arising.
4. President's Annual Address.
5. Chairman's Executive Committee Report for 2018.
6. Treasurer's presentation of the Society's accounts for the Period.  
The Executive Committee has approved the accounts for the period ended 31 December 2018. Members are asked to receive them. The full annual Accounts and Trustees' Report should be obtained from the Treasurer.

**Ordinary Resolution:** To receive the Society's Annual Report and Accounts for the period ended 31 December 2018.

7. Election: Officers/Members of the Executive Committee for 2019.

The following comprise the list of Trustees standing for election to the Executive Committee for the year up to the 2020 AGM (with Offices noted):

John Rowley (Chairman)  
Jane Summerfield (Honorary Secretary)  
Carl Leyshon (Honorary Treasurer)  
Nigel Bond (Archaeology Secretary)  
Vacant (Museum Curator)  
Fred Meynen (Programme Secretary)  
Roy Mellick (Records Secretary, Website Coordinator and Acting Books Secretary)  
Frank Haslam (Membership Secretary)  
Tony Matthews (Newsletter Editor/Publicity Secretary)  
David Hawksworth (Proceedings Editor)

**Ordinary resolution:** To elect the Trustees/ Officers of the Society for the period up the next Annual General Meeting

(Duncan McFarlane who is a joint Museum Manager with Peter Humphreys (not currently Trustee posts) is prepared to serve as interim Museum Curator.)

8. Re-appointment of Independent Examiner of Accounts:

**Ordinary Resolution:** To approve re-appointment of Mr Adrian Radford as the Society's independent examiner for the year ended 31 December 2019.

9. Any other business (notified to the Chairman at least 7 days prior to the meeting).
10. Proceedings closed.

**Leatherhead and District Local History Society**  
**Registered Charity No. 802409**

**Minutes of the 71<sup>st</sup> (and final) Annual General Meeting**  
**held in the Dixon Hall at Letherhead Institute**  
**Leatherhead**  
**on Friday 16<sup>th</sup> March 2018 at 20.00**

<b>Present:</b>	Mr Alan Pooley	President
	Mr John Rowley	Chairman
	Mr Carl Leyshon	Hon. Treasurer
	Mrs Jane Summerfield	Hon. Secretary

There were 31 recorded members of the History Society present.

Our Hon. President Mr Alan Pooley chaired the AGM and welcomed everyone to the meeting especially to our Speaker Professor David Hawksworth CBE.

1. **Apologies for absence:**

Colin & Margaret Ball, Tony & Jane Bourne, Bryan Elphick, Jane Haslam, Peter & Deborah Humphreys, Peter Tarplee, Goff Powell, Ann Docrwa, Mark Everett.

2. **Minutes of the 70<sup>th</sup> Annual General Meeting**

These were taken as read. Proposed by John Wetttern, Seconded by Frank Haslam

**ALL AGREED**

There were no Matters Arising.

The President then signed the minutes.

3 **Minutes of a Special General Meeting held on 15<sup>th</sup> September 2017.**

**Special Resolution 1**

Concerned the rates of subscription.

**Special Resolution 2.**

Concerned the encouragement, where desirable, the preservation of any site, building, or monument.

These had both been carried unanimously.

The SGM Minutes were taken as read.

Proposed by John Wetttern Seconded by Professor David Hawksworth CBE.

**ALL AGREED**

There were no Matters Arising.

The President then signed the minutes.

#### 4. President's Address – Mr Alan Pooley

Alan said that he had always been puzzled by the English Language as to, Past, Present and Future, how does the present fit into everyday life, because as soon as you are in the present it is then in the past!

Alan read out the Officers from 1947/48 saying that there had originally been four groups which didn't work out so we are as we are today.

Sadly from the beginning of the 20<sup>th</sup> Century until the 1950s archaeology didn't get recorded, so it is imperative that we record wherever possible.

Edwina Vardey had written remarkable book in 1988 on Leatherhead in the period of the 20<sup>th</sup> Century.

We must try harder to get personal reflections taped from people who have a story to tell.

We must all keep an eye on applications in local newspaper where sites are for sale or demolished, we don't want another 'Royal Oak' situation. It looks as if the Food Research building will be demolished probably for housing.

It would be beneficial to take a page from Linda Heath who was always very much into keeping records of buildings, and up-dating information.

It would be wise to get photographs of buildings, shops and streets as they are today. We might miss this opportunity once Transforming Leatherhead has taken place.

The book on the History of Fetcham Park House Garden will be presented to the Society.

#### 5. Chairman's Report – Mr John Rowley

The Lecture/Programme Committee are in need of new members, likewise with the Sales Secretary, the present people doing these posts are doing a great job but please if you know of anyone who could spare the Society some time please contact me.

I am pleased to say that we have two new members Mr Peter Humphreys and Mr Duncan Macfarlane who are jointly taking on the post of Museum Manager.

I am also pleased to say that we have our first Corporate Membership: Michael Everett the Estate Agents in Ashtead.

#### 6. Treasurer's Report – Mr Carl Leyshon

Treasurer's presentation of the Society's accounts for 2017

The Treasurer pointed out that the AGM document included the abbreviated Annual Accounts and that he would be pleased to provide to any member the full Accounts. The External Examiner had signed off the Accounts.

The Treasurer made a presentation of the main financial statements, explaining that financially 2017 was a very successful year, in that we reported an operating surplus of £12.7k plus investment gains of £5.9k, making a surplus or Net Movement In Funds of £18.6k. This compares with an operating deficit of £0.4k in 2016.

The Income & Expenditure position has improved the Balance Sheet cash position from £4k to £22k.

An analysis of the 2017 I&E Account was provided highlighting the two major donation and legacy items as Non-Recurring income – in that these were unexpected one-off items. These were a £10k donation from Martin Hulse in memory of Pauline Hulse and a £5k legacy from the estate of Alan Gillies. Without these items the Society would have reported an operating deficit of over £2k in the year.

Various charts and tables were presented showing the income and expenditure make-up and movements, balance sheet analysis and financial performance trends.

**The President then closed the 71<sup>st</sup> and final AGM of the Society and then opened:**

**The first General Meeting of:  
Leatherhead & District Local History Society CIO  
Registered Charity No. 1175119**

1. The Treasurer explained the position regarding the ongoing CIO Process.

Following members agreeing to change the status of the Society from an unincorporated charity to a Charitable Incorporated Organisation or CIO at the last AGM, an application to register the CIO was made to the Charity Commission. This was approved by the Charity Commission and the new charity came into being on the 11 October 2017.

It was explained that a vesting declaration had been sent to the Charity Commission and that an application to merge the charities on the Charity Commissions register of mergers had been prepared. There was also the transfer of title on the Land Registry of the museum property from the Official Custodian of Charities to the CIO Trustees which was in hand.

2. Election of Trustees/Officers

The following comprise the list of Trustees standing for election to the Society for the 2018 year (with Offices noted):

John Rowley (Chairman)  
Jane Summerfield (Honorary Secretary)  
Carl Leyshon (Honorary Treasurer)  
Nigel Bond (Archaeology Secretary)  
Lorraine Spindler (Museum Curator and Manager)  
Fred Meynen (Programme Secretary)  
Roy Mellick (Records Secretary, Website Coordinator and Acting Books Secretary)  
Frank Haslam (Membership Secretary)  
Tony Matthews (Publicity Secretary and Newsletter Editor)  
David Hawksworth (Proceedings Editor)

No other nominations for Trustees having been received by the Chairman, the above list was put to a vote.

**ALL AGREED**

3. Appointment of Independent Examiner

The Honorary Treasurer proposed that our Independent Examiner Adrian Radford ACA had done a good job on the accounts and asked for him to continue for another year. Seconded by Frank Haslam.

**ALL AGREED**

In closing the formal part of the evening, the President said that he was very grateful to our Treasurer and Chairman for all their hard work especially with the forming of the CIO Charity. He also thanked the Executive Committee.

Alan introduced Professor David Hawksworth CBE our speaker for this evening.

Professor Hawksworth who is our Editor of the L&DLHS Proceedings, gave an illustrated talk on the study of lichens for dating archaeological surface features and artefacts.

With over 50 years experience in the classification and identification of fungi, Professor Hawksworth is a recognised world authority on the diversity, systematic, and ecology of fungi, especially micro-fungi and lichens. He is known particularly for studies and surveys of fungal diversity, and the bio-indication of air pollution.

His other interests include the biodiversity and conservation and naming of systems of all groups of organisms.

He demonstrated how lichens and various species react to environmental conditions over periods of time, some growing faster than others but providing the expert with the means to estimate the ages of stones, rocks and even trees. He showed how changes in sulphur dioxide emissions as a form of air pollution had clearly changed the rate of growth of trees within Greater London over the period between 1970/2004.

Professor Hawksworth then handed round two species of rock-fungi for us to see the difference in texture, colouring and shape.

Professor Hawksworth undertakes field surveys, training courses, environmental impact assessments, the preparation of specialist reports and consultancies involving litigation, on a wide range of issues involving lichens and other fungi including mould growths in buildings. He has also given evidence in public enquiries.

The Chairman thanked Professor Hawksworth for a very interesting and thought-provoking talk.

The meeting closed at 9.30 with the Chairman thanking the refreshment team for preparing the tea/coffee/biscuits.

# EXECUTIVE COMMITTEE OFFICER'S REPORTS

## CHAIRMAN – John Rowley

Your Society had a busy year in 2018! Firstly, allow me to recall for you the loss of Goff Powell, a longstanding contributor to our bookshelf and Society affairs generally. We shall continue to miss him! We also lost the services of Derek Renn and John Wettren and we wish them well as they watch what we do from the touchline.

At the beginning of 2018 we changed our status to Charitable Incorporated Organisation (CIO): thankfully, the bureaucratic and regulatory aspects were accomplished more simply than expected. Whilst we launched a new web site towards the end of 2017 with a new Domain Name [www.leatherheadhistory.org](http://www.leatherheadhistory.org), this still remains work in progress with the recent addition of the re-built Records pages and revised linkages to the War Memorials Site etc. We hope to have further developments in 2019. One of the features that I have wished to see added is a permanent Member-accessible page where General Meeting documents, for example, may be accessed: this stands ready on the Miscellany page to be loaded with available document history. I also hope to see a similar document archive established for Executive Committee documents. We have a lot to learn about recording our own history!

A few of our friends have felt compelled to retire from Membership but overall membership has remained stable. However, we are not complacent and are looking for ways to attract new Members and potential local history 'buffs' in competition with other calls on lifestyle including retiring later, ever increasing leisure activities and so on. One initiative has been to appeal to the Student Member and hoping for lifetime support. After all, at least one founding member from 1946 is still an enthusiastic member today! The next idea is Corporate engagement which should derive from another 2017 initiative to add Corporate Membership. This kicked off at the beginning of 2018 with Michael Everett Estate Agents of Ashted. They have been very helpful to us, in hosting a Book Launch and subsequent book sales and, in turn, they believe that their association with the Society has boosted their image in a highly competitive market. I am thinking that we should be able to engage with Human Resource departments and smaller businesses as they transition to doing in four days the work that is currently done in five: we can easily fill that sudden vacuum with some very satisfying activity! Indeed, I believe that I have already secured one 'fifth day' volunteer though more about this in 2019. Most individual recruitment arises out of trying to help individuals with some aspect of local history that affects their family or their property. I find consultations of this kind can be turned, with no hard 'selling', into a new membership. Corporate recruitment, dare I say it, requires more effort, at least more planned effort. This is beyond the capacity of our Executive Committee who all have specialist duties, often two, that mean that their available time is limited. Therefore, I would suggest that we need to establish a Recruitment Working Group involving new volunteers who already have some suitable organisational engagement. Any volunteers please?

Our Programme team has always been enthusiastic but two long-serving participants have retired from the field and need to be replaced so that we can generate more ideas for talks, organise visits or outings and some more eye-catching events like the Bamber Gascoigne lecture that we staged in 1917. Incidentally, Bamber has subsequently become a good friend to the Society, writing the Foreward to our most recent publication.

Whilst we are not a lead organisation for Archaeology in the County, we are hiding, undoubtedly still, material memories of the past. We need to identify these either as part of a watching brief over development proposals or endorsing the enthusiasm of land owners. An example of the latter is the planned trial-pitting at Rowhurst in 2019 where we will be working with partners to identify some further aspects of that site. Another site of interest is Nutshambles Bank along the border with Epsom. This was sectioned in the last century when the ability to date a construction was limited. As the bank lies within a site slated for development it should be re-sectioned and dating samples obtained. There is a strongly held view that it is Roman in origin.

During 2018, Peter Humphreys and Duncan MacFarlane not only took on the Museum Management roles as a team, but they also took up the challenge of tendering and letting a contract for structural repairs and other heavy work to the Museum fabric. This is let to DP Slegg and Co of Reigate and who have started work recently. We hope to be able to open the Museum as normal for its 2019 Season. To our deep regret, our Curator, Lorraine Spindler, resigned her post at the end of 2018: Duncan MacFarlane has assumed the mantle on a temporary basis. The working proposition is to split the roles of accessioning and conservation of artefacts from the role of putting on permanent and temporary exhibitions, the latter aiming to hit the mood of the nation. This was a role that Lorraine accomplished brilliantly, but I hope that we shall be able to build on her achievements as we progress. Happily, we can rely in this on the excellent, enthusiastic support of our Stewards, Friends and the Monday Jobs team.

As you will see from the Proceedings and Records team, there is excellent formative work being done which will merit a longer comment from the Chairman in 2019! As you will know, Bartons Bookshop has closed recently and this prompts us to seek more resilience for the sale of books. May I direct you to the Books report in this document for an idea of how you could find a fulfilling role that will help the Society enormously but not requiring a deep knowledge of local history!

It remains for me to thank the Trustees, Executive Committee, all those who help in particular aspects of the Society activities and those who are now, necessarily on the sidelines, for their hard work in 2018. Also if any reader has ideas of how the Society can improve its offering to the community and/or ideas for projects please let me or any of the Trustees know your thoughts.

## **ARCHAEOLOGY SECRETARY – Nigel Bond**

In 2018 we replaced old and damaged shelving on which the Society's archaeology collections are stored. This provided the opportunity to sort and confirm our inventory of boxes. We then lent the boxes containing material from Ashted Common Roman Villa to the Surrey Archaeological Society for study in preparation of a new report on the villa excavations from Captain Lowther's early work to recent times. We will then have a detailed report including expert analysis of the finds in our collections.

The Society is supporting a Community Test-Pitting Project in Leatherhead organised as part of the Surrey Archaeological Society's Outreach programme. This programme is supported by a grant from the Heritage Lottery Fund. Test-Pitting will take place in May (and possibly also in October) in the grounds of Lucy Quinnell's Rowhurst and in Teazole Wood. Key objectives include encouraging residents of the Leatherhead area, particularly younger generations, to engage with their local historic environment and learn aspects of the culture and heritage of the region as well as introducing members of the public to archaeological techniques and skills. We hope this will also stimulate interest in our Society.

## **PROGRAMME SECRETARY – Fred Meynen**

Since the last AGM Derek Renn and John Wattern have had to stand down from our meetings. Their long contribution to finding and recruiting talks deserves a prolonged round of applause from the Society. Tony Matthews has also stepped down. Our team is now Simon Ritchie, Bill Whitman, and Frank Haslam who acts as our Secretary. We now work to a constantly evolving calendar format planning document. This makes it much easier to see who's doing what: it also collates ideas for new talks ... and makes for shorter meetings. It is copied to the Society's Chairman and Newsletter Editor.

Simon is a good example of the kind of person we'd like to join us. His awareness of those giving talks - in his case on local archaeology and new techniques - has produced several fruitful leads. Bill Whitman's vast local knowledge is invaluable. We were able to begin 2019 with a fully booked programme and have a number of 'probables' lined up for 2020. Who knows, we may return to looking at arranging small group visits.



Frank Haslam is joining the MVDC Heritage Open Days planning team on behalf of the Society. He shadowed me last year on my Leatherhead town walk with a view to eventually taking that on. He is also our technical specialist, setting up the projector and microphones for lectures. But we do need at least one more in the team to broaden our scope of interests and contacts. Come on, ladies and gentlemen.

Including the AGM and our Christmas Miscellany, 392 people attended our 9 lectures/meetings in 2018, of whom 21% were guests.

## **RECORDS SECRETARY – Roy Mellick**

### **WEBSITE**

I have published the new website that I have been working on for some time. The old site has been removed and replaced with a) a site for archives that can be searched and read by the general public and b) a dynamic database for Members to view our catalogues and digitized records and more importantly from my perspective a way for our Archivists to upload, edit and delete accessioned records for themselves.

Reasons for the changes can be summarized as:

- a) A cleaner, simpler and more modern look
- b) New Newsletters, Proceedings and Oral Histories that can be added directly and quickly
- c) Archivists now able to accession their own records rather than being channeled through the Records Secretary
- d) Uploading of digital images and records made easier
- e) A global search feature in the Member's area which lists searched records across all tables

Disadvantages:

- a) Whilst Newsletters, Proceedings and Oral Histories can still be text searched as at present, the database digitized records are currently limited to information contained in the table text. Hopefully I will find a way of improving this in the future.
- b) The site, especially the member's area, is still under construction.
- c) Missing catalogues, such as the library catalogue, will be added again in due course.

## **SALES AND PUBLICATIONS SECRETARY – Roy Mellick**

Three new books were published towards the end of 2018.

Little Bookham in World War 1, by Vivien White

A Salute to Fetcham, by Lyn Rozier & Janice Steele

Memories of Ashtead, by John Rowley & Patricia Jenkins

Sales of these and all other books is being hampered by no-one stepping forward to take on this role. The job can be split such that Publishing is a separate role and the job need not be arduous depending on the number of books we decide to publish. Three in a year is quite a few.

With the closure of Barton's Bookshop there is even more pressure to find someone who can explore new retail outlets for our book sales.

## **MEMBERSHIP SECRETARY – Frank Haslam**

At the time of writing (9th February) there are 181 Members: 146 Full, 32 Associate, 1 Corporate and 2 Student Members (one of whom is not in a Member household). They are at 148 addresses. 83 Members are also Friends of the Museum. Leatherhead is the most frequent local address (43) followed by Ashtead (37), the Bookhams (23) and Fetcham (22); 23 addresses are elsewhere, the most distant being in Canada. Email is used at 118 of the 148 addresses.

65 members have yet to renew for 2019. It is to be hoped that they will have responded to reminders by the time of the AGM but if past experience is a guide it will again be a long drawn out process: *officially*, unpaid memberships should lapse on 31st March of the Membership Year. Some members have yet to provide Privacy Policy information and reminders continue.

Our Society needs to recruit new members. Each of us may know someone who might be interested. Please do your best. And we should do more for those long time members who now find it increasingly difficult to get to our events.

The pre-talk emails which are sent as a reminder of what's on etc continue to be appreciated. The *Miscellany* area of the Society's website has been developed to deal with the problems members had reaching some pages. We will now be able to quickly update research information gathered by members (Street & Roads), news about projects they are working on, add new requests for information and progress on old ones. We also now have easy access to Application forms, our Privacy Policy, Society Rules etc. There is also a section to record and follow progress on suggestions members make about how the Society could improve: the pre-talk slides will remind us that the Chairman is ready and waiting to hear from us. All this can now be done without having to keep going back to our website provider.

## **NEWSLETTER EDITOR/ PUBLICITY SECRETARY – Tony Matthews**

The Publicity Sub-Committee established in October 2016 achieved a number of objectives over the subsequent two years but has ceased to function as its membership declined. While Society membership overall has remained stable there has been no noticeable net growth and renewal of publicity initiatives may be necessary. This will require new members.

### **QUARTERLY NEWSLETTER**

180 copies of the 40-page A5 Newsletter are printed each quarter. All Society members and Museum stewards are entitled to one and the majority receive them by voluntary hand delivery. As a minority have still opted for the emailed digital version only, there are normally spares for non-member Friends of the Museum and visitors. The Newsletter is now freely available online after a one-month priority period for members.

### **L&DLHS WEBSITE - [www.leatherheadhistory.org](http://www.leatherheadhistory.org)**

The new website includes regularly updated news and information about the Society's activities, exhibitions and events at the Museum. This includes coverage of both recent talks and forthcoming ones in the months ahead. Other more technical parts of the website, managed by TecRes of North Street, Leatherhead, are changed at least once a year to maintain a fresh appearance. A new archive site has also just been launched for researchers. Newsletters and Proceedings dating back to the birth of the Society are freely available as are the growing collection of Oral Histories. A new audio editor has arrived and more Oral Histories will appear on the site in due course.

### **EXTERNAL PUBLICITY**

External media coverage has reduced over the past year as the main traditional medium, the Leatherhead Advertiser, has switched content towards Dorking and away from Leatherhead. However the Society has coverage in most editions of the Ashtead & Leatherhead Local, Look Local (Bookham), Bookhams Bulletin and occasionally Vantage Point and Challenger.

## **POSTERS**

A4 and A5 posters are produced to advertise each forthcoming monthly lecture. These are sent to volunteers for display at sites in each of the four main areas of the district.

## **PROCEEDINGS EDITOR – Professor David L. Hawksworth CBE**

Last year I reported that, following discussions with Roy Mellick and Tony Mathews, the Committee had agreed that instead of publishing an annual bound issue, individual articles would be published online on the Society's webpage when in a final form. When a sufficient number of contributions were available, printed and bound copies would be made available for purchase.

The new standards and layout, which will include coloured illustrations, it is hoped will be more attractive to present-day researchers and encourage the submission of substantial original articles. These are being tested first on a paper by Brian Bouchard which presents a critical assessment of evidence on the hot£ topic of route of Roman Stane Street in the area; this will be formatted and published online as soon as the artwork is finalized. As mentioned last year, we have several pending submissions, that are yet to be revised to conform to the new criteria being adopted for the Proceedings. I regret that since my appointment to the MVDC Cabinet last May I have not had time to progress those.

When I assumed this role, I stressed it was in an "Acting" capacity. If another member wishes to assist in finalizing papers for publication online that would be most welcome.

## **MUSEUM MANAGEMENT REPORT – Peter Humphreys and Duncan McFarlane**

### **STAFFING**

In early March 2018 Peter Humphreys and Duncan Macfarlane took up the joint role of Museum Manager. Thanks to the Friends of the Museum sufficient stewards were available to maintain the opening programme. A refresher/training workshop for stewards was held in late March prior to the formal opening of the Museum by local artist Cathy Brett on 7 April. This generated a list of Stewards' favourite things in the Museum.

A Summer Party, featuring a jazz duo and various readings, was held in the Museum Garden in mid-August for the Museum Friends and Volunteers. The event was agreed to be a success.

### **MAINTENANCE**

The Monday Working Group continues to undertake DIY repairs etc. throughout the year. Work has included the reorganisation of the courtyard, repainting of the Swan and petrol pump and weeding and thinning of the garden beds. The damaged brick plinth, by the porch door, was repaired. A specialist electrical inspection was commissioned and work arising from this Report will be undertaken at the conclusion of the external refurbishment. Similarly a specialist damp/fungal/boring insect inspection was commissioned

### **EXTERNAL REFURBISHMENT PROJECT**

This has been the major project of the year. It is the first major building work on the Museum since Hampton Cottage was bought by the by Leatherhead Museum and Heritage Centre Trust (Charity No.273978)in December 1976 and following major restoration work opened in October1980. (This Trust subsequently merged with the current History Society.) The current refurbishment is of the main upper timber framed parts of the building. In placing the contract care was taken to identify a contractor who has experience of working on historic buildings. As the museum is a listed building, Mole Valley District Council has been involved at all stages of the project and their conditions are

being met. The History Society Committee has been involved also at all stages of the project that is being managed for the Society by Peter Humphreys.

Most of the office contents were moved to a temporary store erected in the garden, just before Christmas.

The builders started work on 13 February earlier than originally expected. The work should be completed in six weeks, providing the scaffold license is obtained in time. Work started on the area in worst condition, the southern wall of the first floor office, by the South West corner. Most of the office contents were moved to a temporary store erected in the garden just before Christmas.

## **OTHER**

The Museum was open for Heritage Weekend in mid -September and the Friends' school holiday Craft Days during July/August. The latter coincided with a period of bad weather so attendance was rather disappointing.

Following the resignation of Lorraine Spindler as Curator in January 2019 there is a need to cover the gap, initially on a temporary basis. We are looking for volunteers who can help with 1) the organisation of exhibitions both within the Museum and outside and 2) with the accessioning and cataloguing of artefacts. All offers of help will be gratefully received.

## **HONORARY TREASURER'S REPORT AND STATEMENT OF ACCOUNTS**

Please see next page



# Leatherhead & District Local History Society

## Charitable Incorporated Organisation

### Trustees' annual report and accounts for the period ended 31 December 2018

Abbreviated version for AGM 15<sup>th</sup> March 2019

#### Charity Information

This is the first report of the Society as a Charitable Incorporated Organisation (CIO - Registered Charity 1175119) which was created as the successor to the Society as an unincorporated association (Registered Charity 8020409).

The new charity was registered with the Charity Commission on the 11 October 2017. All the property, assets and liabilities of the previous charity (LDLHS) were transferred to new CIO charity (LDLHS CIO) on the 1 January 2018 and the old charity was subsequently removed from the Register of Charities.

Charity name	Leatherhead & District Local History Society Charitable Incorporated Organisation
Registered charity number	175119
Address	Leatherhead Museum 64 Church Street, Leatherhead, Surrey, KT22 8DP
Independent Examiner	Adrian Radford ACA

#### Executive Committee and Trustees

Trustees who served from registration of the CIO and up to the date of this report were:

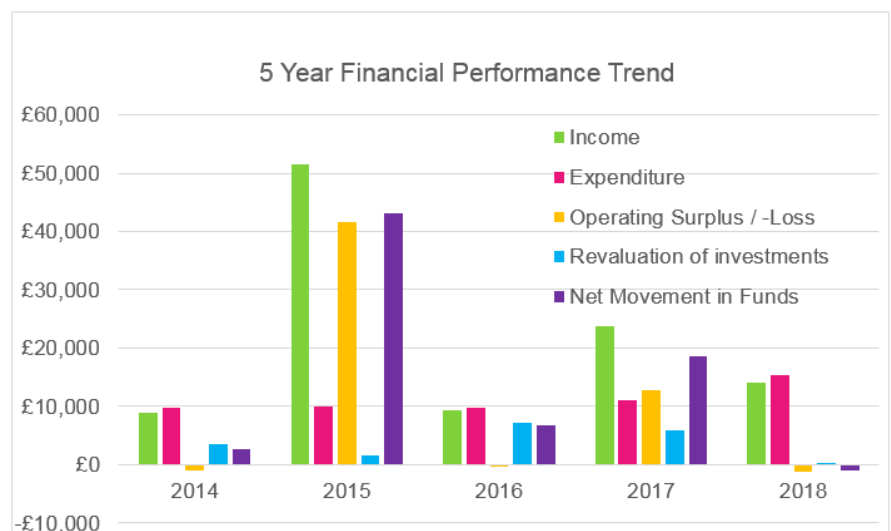
Trustees	Office
John Rowley	Chairman
Carl Leyshon	Honorary Treasurer
Jane Summerfield	Honorary Secretary
Nigel Bond	Archaeological Secretary
Frank Haslam	Membership Secretary
David Hawksworth	Proceedings Editor
Fred Meynen	Programme/Lecture Secretary
Roy Mellick	Records Secretary
Tony Matthews	Newsletter Editor
Lorraine Spindler	Museum Curator

To 4/12/2018

In addition Alan Pooley is Society President. Peter Humphreys and Duncan Macfarlane are joint Museum Managers.

#### Financial Review

Unlike 2017 there was no large donations or legacy income in 2018. This together with increased museum maintenance costs plus new book publications has meant there was an operating loss in the year. Although the book value of investments increased in the first half of the year they rapidly reduced in value towards the end of the year with a very small increase reported for the full year. Thus the Society suffered an overall deficit in 2018 of £888.



## Independent Examiner's report to the Executive Committee of the Leatherhead & District Local History Society

I report on the accounts of the charity for the period ended 31 December 2018 which are set out on pages 7 to 13 of the full accounts.

### **Respective Responsibilities of the Management Committee and Examiner**

The charity's trustees are responsible for the preparation of the accounts. The charity's trustees consider that an audit is not required for this year under section 144 of the Charities Act 2011 (the Charities Act) and that an independent examination is needed.

It is my responsibility to:

- i. examine the accounts under section 145 of the Charities Act,
- ii. to follow the procedures laid down in the general Directions given by the Charity Commission (under section 145(5)(b) of the Charities Act, and
- iii. to state whether particular matters have come to my attention.

### **Basis of Independent Examiner's Report**

My examination was carried out in accordance with general Directions given by the Charity Commission. An examination includes a review of the accounting records kept by the charity and a comparison of the accounts presented with those records. It also includes consideration of any unusual items or disclosures in the accounts, and seeking explanations from the trustees concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit, and consequently no opinion is given as to whether the accounts present a 'true and fair' view and the report is limited to those matters set out in the statement below.

### **Independent examiner's statement**

In connection with my examination, no matter has come to my attention:

1. which gives me reasonable cause to believe that in, any material respect, the requirements:
  - a) to keep accounting records in accordance with section 130 of the Charities Act; and
  - b) to prepare accounts which accord with the accounting records and comply with the accounting requirements of the Charities Act have not been met; or
2. to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.

Adrian Radford ACA  
7 Curbey Close  
West Chilmington  
RH20 2HU

21 January 2019

## Annual Accounts for the Period Ended 31 December 2018

The Accounts are for the period 11 October 2017 to 31 December 2018. However, there were no transactions relating to the CIO prior to 1 January 2018 and hence the accounts describe the period as 2018.

The comparative figures are for the LDLHS (charity number 802409) for the year ended 31 December 2017. They are included for memorandum purposes only.

### Statement of Financial Activities

	2018	2017
	£	£
<b>Income from</b>		
Donations & Legacies	7,804	19,922
Charitable Activities	6,092	3,657
Investment income	273	257
<b>Total</b>	<b>14,169</b>	<b>23,836</b>
<b>Expenditure on</b>		
Charitable activities	15,330	11,122
<b>Total</b>	<b>15,330</b>	<b>11,122</b>
<b>Net income/(expenditure) before</b>	<b>(1,161)</b>	<b>12,714</b>
Net gains on investments	273	5,934
<b>Net movement in funds</b>	<b>(888)</b>	<b>18,648</b>
<b>Reconciliation of funds:</b>		
Total funds brought forward		123,123
Transfer from predecessor charity	141,771	
<b>Total funds carried forward</b>	<b>140,883</b>	<b>141,771</b>

### Balance Sheet as at 31 December 2018

	2018	2017
	£	£
<b>Fixed Assets</b>		
Heritage Assets	1	1
Investments	116,967	116,421
<b>Total Fixed Assets</b>	<b>116,968</b>	<b>116,422</b>
<b>Current Assets</b>		
Stocks	4,355	2,628
Debtors	1,433	516
Cash at bank and in hand	18,249	22,304
<b>Total Current Assets</b>	<b>24,037</b>	<b>25,448</b>
<b>Current Liabilities</b>		
Creditors (< 1 year)	(122)	(99)
<b>Total Current Assets</b>	<b>23,915</b>	<b>25,349</b>
<b>Total Assets less current liabilities</b>	<b>140,883</b>	<b>141,771</b>
<b>Funds of the Society</b>		
Unrestricted Funds	140,883	141,771
<b>Total Funds</b>	<b>140,883</b>	<b>141,771</b>

Approved by the Executive Committee at its meeting held on 21st January 2019.  
Signed on behalf of the Committee.

Chairman

Honorary Treasurer

## Analysis of Income

		2018	2017
		£	£
Donations & Legacies	Donations	904	10,973
	Legacies	-	5,000
	Gift Aid	3,328	802
	Membership Subscriptions	3,307	2,875
	Friends Subscriptions	266	271
Charitable Activities	Meetings Programme	682	2,439
	Publication Sales	5,409	1,067
	Other Sales	-	60
	Royalties	-	92
Investments	Interest Received	273	257
<b>Total Income</b>		<b>14,169</b>	<b>23,836</b>

Donations are amounts collected at the museum or specifically provided for the museum (£457) plus donations to the Society (£447). 2017 donations included a specific single £10,000 donation. 2018 benefitted from the gift aid received on the large 2017 donation. Subscription Friends income and Payment to Friends expenditure relate to subscriptions collected along with Society subscriptions and are paid over to the Friends of Leatherhead Museum. Interest Received relates to the interest bearing deposit account.

## Analysis of Expenditure

		2018	2017
		£	£
Charitable Activities	Meetings Programme	558	994
	Publications - Books	3,016	776
	Publications - Proceedings	-	150
	Publications - Newsletter	1,710	1,290
	Payment to Friends	266	271
<b>Activities Total</b>		<b>5,550</b>	<b>3,481</b>
Museum	Museum expenses	4,474	1,746
	Museum storage	919	916
	Museum utilities/insurance costs	2,934	2,420
<b>Museum Total</b>		<b>8,327</b>	<b>5,082</b>
Membership	Society costs	1,453	2,559
<b>Membership Total</b>		<b>1,453</b>	<b>2,559</b>
<b>Total Expenditure</b>		<b>15,330</b>	<b>11,122</b>

Museum expenses include fabric maintenance (£1365), new shelving and disposal of old shelving in storage area (£1040).

Society costs includes AGM expenses (£94), Website and archive running costs (£427), committee meeting room hire (£170), Trustee insurance (£123), printing and stationary, postage, Society equipment and other expenses (£639).