



Leatherhead & District Local History Society
Charitable Incorporated Organisation
Registered Charity 1175119

The **Agenda for the 2020 AGM of the CIO** and the **Minutes of the 2019 AGM of the CIO** are separately provided documents, or can be accessed via these links:

[Agenda for the 2020 AGM of the CIO](#)

[Minutes of the 2019 AGM of the CIO](#)

Members who have points that they wish to raise under Any Other Business at the 2020 AGM *which is being held via Zoom at 7.30pm on Tuesday 15th December via Zoom* are asked to ensure that the Chairman has **received** these by letter or email **no later than 11th December**:

Chairman of L&DLHS: Mr John Rowley, 21 Albert Road, Ashted, Surrey KT21 1BJ

chairman@leatherheadlocalhistory.org

TRUSTEES' ANNUAL REPORT AND ACCOUNTS
FOR THE YEAR ENDED 31 DECEMBER 2019

CHARITY INFORMATION

This is the second 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).

This report and accounts are for the period 1 January 2019 to 31 December 2019.

Charity name	Leatherhead & District Local History Society Charitable Incorporated Organisation
Registered charity number	1175119
Address	Leatherhead Museum 64 Church Street, Leatherhead, Surrey, KT22 8DP
Independent Examiner	Adrian Radford ACA

Trustees and Executive Committee members

Unless otherwise stated Trustees served for the complete year.

Trustees	Office
John Rowley	Chairman
Carl Leyshon	Honorary Treasurer
Jane Summerfield	Honorary Secretary
Nigel Bond	Archaeology Secretary
Nicole Courtney-Leaver	Trustee (from 15/3/2019)
Frank Haslam	Membership Secretary
David Hawksworth	Proceedings Editor
Fred Meynen	Programme/Lecture Secretary
Roy Mellick	Records/Acting Book Sales Secretary
Tony Matthews	Newsletter Editor

Alan Pooley BEM is President of the Society.

Peter Humphreys and Duncan Macfarlane are joint Museum Managers.

CHAIRMAN'S ANNUAL REPORT: JOHN ROWLEY

2019 was a busy year for all our Society's activities! My report briefly reviews the reports that follow.

Firstly, our Treasurer was much engaged on paying due amounts adding to over £34k for the refurbishment of our Leatherhead Museum premises. We were extremely lucky in not having to consider making a call on Member's funds to carry out this work. Instead we were able to make use of Linda Heath's bequest to the Society. We believe she would be pleased to know that her bequest has been used for this purpose.

A small amount of electrical work remains to be completed in 2020. Our Joint Museum Managers, Peter Humphreys and Duncan Macfarlane, supervised the work on site. A further bequest from Margaret Mayell, formerly of Leatherhead, enabled the operating deficit to be reduced.

Our Archaeology Secretary explains how a grant-aided project for excavations at Rowhurst, Leatherhead, has enabled significant numbers of young people in particular to experience test-pitting and to meet re-enactors of our Saxon past. I visited the site on the Open Day and was pleased to see the work being carried out conscientiously and with much enjoyment. It is to be hoped that some participants will be keen enough to return when work resumes this year. Looking forward to 2021 it is hoped that another local site will be tackled just as enthusiastically.

Our Membership Secretary reports that we continue to attract new members but some of our older members are sadly unable to continue. We do need to increase the recruitment of new members and many of us could play a part in this. We are also interested in recruiting Corporate members as we can then seek to make use of their staff outreach activities. If a member knows of a business that would benefit from being involved with the Society, please let me know. I will be pleased to visit to explain what we can offer and what we might seek in return.

Our Museum Managers explain our refurbishment project in some detail and how the Museum team was able to open a new exhibition area in the former office area on the first floor, now being used for retrospectives on local artists.

Our Newsletters continue to be very popular and a means of keeping members informed and engaged. Our Publicity efforts are pro-active, concentrating on our own web site (where events are reported mostly the next day) and in local monthly magazines. The library of Oral Histories continues to grow.

Our new method of publishing Proceedings contributions has now been partly tested with a first paper on Stane Street appearing via the Proceedings page on our website.

We arranged a full programme of lectures in 2019, with a varied subject range to suit a variety of tastes.

Our Digital Records Archive is now in operation but not yet sufficiently populated to be of full value to researchers. Progress should be made in 2020 apart from, possibly, the Leatherhead archive which does not have an archivist to do the work. We continue to look for new collections that we can archive but would expect that most of these should be 'digital-only'.

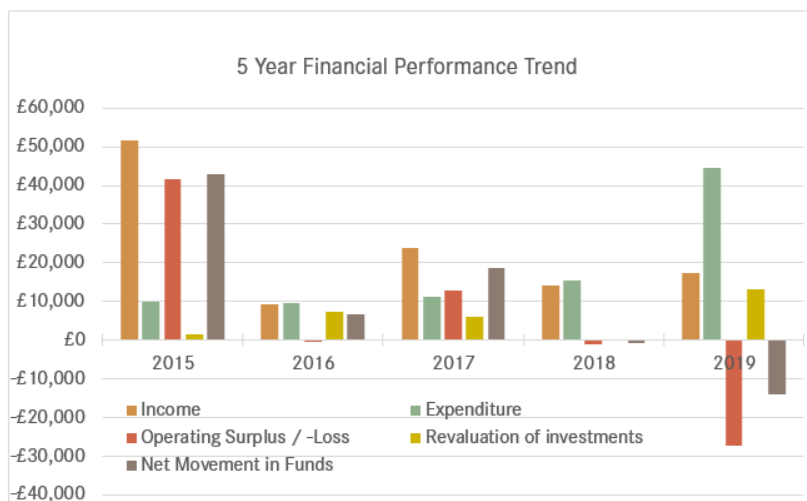
Book Sales are a similar issue because an important income stream for the Society cannot be fully exploited without a Books Secretary.

A simplified version of our Constitution, covering the main points, is being drafted for addition to the website to serve as *Members' Rules*.

Overall, the outlook for our Society is buoyant but we are not complacent about the shortfalls! We continue our work in a rapidly changing environment: not least because people work longer, harder and travel further making it difficult to recruit new talent.

Financial Review

2019 was a significant year in terms of Society expenditure. It saw the major refurbishment of Leatherhead Museum, over £34k. This, as planned, meant that the Society is reporting a significant deficit in the year. Fortunately, the Society did receive a legacy in 2019, from the estate of Margaret Joyes Mayell, of £7.7k. This helped reducing the operating deficit to £27.4k. The book value of investments increased in the year by over £13k. Thus the Society suffered an overall retained deficit in 2019 of £14k (2018 £1k deficit).



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

I report to the trustees on my examination of the accounts of the charity for the year ended 31 December 2019.

Responsibilities and basis of report

As the charity trustees, you are responsible for the preparation of the accounts with the Charities Act 2011 (“the Act”).

I report in respect of my examination of the Charity’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 which gives me cause to believe that in, any material respect:

- the accounting records were not kept in accordance with section 130 of the Act; or
- the accounts did not accord with the accounting records; or
- the accounts did 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.

Adrian Radford ACA
 7 Curbey Close
 West Chilmington
 RH20 2HU

20 January 2020

Annual Accounts for the Year Ended 31 December 2019
Statement of Financial Activities

	2019	2018
	£	£
Income from		
Donations & Legacies	12,711	7,804
Charitable Activities	4,265	6,092
Investment income	239	273
Total	17,215	14,169
Expenditure on		
Charitable activities	44,577	15,330
Total	44,577	15,330
Net income/(expenditure) before	(27,362)	(1,161)
Net gains on investments	13,291	273
Net movement in funds	(14,071)	(888)
Reconciliation of funds:		
Total funds brought forward	140,883	141,771
Total funds carried forward	126,812	140,883

Balance Sheet as at 31 December 2019

	2019	2018
	£	£
Fixed Assets		
Heritage Assets	1	1
Investments	110,497	116,967
Total Fixed Assets	110,498	116,968
Current Assets		
Stocks	4,410	4,355
Debtors	204	1,433
Cash at bank and in hand	11,752	18,249
Total Current Assets	16,366	24,037
Current Liabilities		
Creditors (< 1 year)	(52)	(122)
Total Current Assets	16,314	23,915
Total Assets less current liabilities	126,812	140,883
Funds of the Society		
Unrestricted Funds	126,812	140,883
Total Funds	126,812	140,883

Approved by the Executive Committee at its meeting held on 20th January 2020.
Signed on behalf of the Committee.

John Rowley
Chairman

Carl Leyshon
Honorary Treasurer

Analysis of Income

		2019	2018
		£	£
Donations & Legacies	Donations	1,061	904
	Legacies	7,669	-
	Gift Aid	852	3,328
	Membership Subscriptions	2,882	3,307
	Friends Subscriptions	247	266
Charitable Activities	Meetings Programme	736	682
	Publication Sales	3,458	5,409
	Other Sales	71	-
	Royalties	-	-
Investments	Interest Received	239	273
Total Income		17,215	14,169

Donations are from members when paying their subscriptions (£610), other Society donations (£20) or donations collected at the museum or specifically provided for the museum (£431).

The £7,669 legacy was left to the Society in the will of Margaret Joyes Mayell.

Gift Aid in 2018 was exceptionally high to the £10,000 donation received in 2017.

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.

Book sales were lower in 2019 than 2018 due to the focused sale of new books in 2018.

Interest Received relates to the interest bearing deposit account.

Analysis of Expenditure

		2019	2018
		£	£
Charitable Activities			
Activities	Meetings Programme	819	558
	Publications - Books	1,657	3,016
	Publications - Newsletter	1,701	1,710
	Payment to Friends	247	266
	Other expenses	25	266
Activities Total		4,449	5,816
Museum	Museum expenses	35,667	4,474
	Museum storage	920	919
	Museum utilities/insurance costs	2,515	2,934
Museum Total		39,102	8,327
Membership	Society costs	1,026	1,453
Membership Total		1,026	1,453
Total Expenditure		44,577	15,596

Payment to speakers increased the meetings programme costs in 2019. There were no new book publication costs in 2019.

The major Museum expenses item is fabric maintenance, where the main contractor for refurbishment costs were £34,600. Museum utility costs reduced due to an electricity rebate. Society costs includes AGM expenses, website and online archive running costs (down from 2018), committee meeting room hire, trustee insurance, printing and stationery, postage, Society equipment and other expenses.

OFFICERS REPORTS

ARCHAEOLOGY SECRETARY: NIGEL BOND

In 2019 the Society supported the 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.

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.

The excavations took place in May and October in the grounds of Rowhurst, Lucy Quinnell's home. Over 200 people attended the Open Day in May. School children and adults had the opportunity to experience test-pitting and finds processing and to meet Saxon reenactors in full costume. Pupils and teachers from West Hill School joined the dig for a wet but enjoyable morning in October. Finds from the tests-pits and trenches included Bronze Age, Roman and Medieval pottery.

Another round of excavations is planned for May 2020, again with members of the local community invited to join in.

MEMBERSHIP SECRETARY: FRANK HASLAM

At the time of writing (14th February) there are 167 (181 last year) Members: 136 Full, 30 Associate and 1 Student. The reduction is in part because those who had not responded to repeated requests to rectify their non-payment of subscriptions were removed from membership. Since the last AGM we have gained 10 new Members and 1 Associate member.

39 members have yet to renew for 2020. It is to be hoped that they will have responded to reminders by the time of the 2020 AGM. If past experience is a guide it could be a long drawn out process: officially, unpaid memberships should lapse on 31st March of the Membership Year. A Privacy Policy is in place.

Members are at 137 addresses. 85 individual Members are also Friends of Leatherhead Museum. Email is used at 123 of the 137 addresses.

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 sent to members are also sent to 28 non-members who have asked to be kept in touch with what's on.

The Miscellany area of the Society's website which we maintain directly continues to be developed. Please do visit it and take the opportunities it offers to become an active recorder of our local history.

MUSEUM MANAGERS: PETER HUMPHREYS & DUNCAN MACFARLANE

External Refurbishment Project

This major project had been planned and successfully implemented during 2018. Renovation and refurbishment was mainly focussed on the external timber framing and rendered wall panels. Internal strengthening of certain roof & floor timberwork on the first floor was also done. Work started on 11 February with the specialist contractor, D. P. Slegg, having completed 90% of the work by mid March.

The final stage of the work, repair and refurbishment to the East façade including a new window to the Hollis room, required licences from Surrey County Council for the scaffolding. There were delays and extra costs in obtaining these but work recommenced on 29 April and was completed by the 4 May. The project is widely recognised as a success with workmanship being of a high standard and completed almost on time and within the budget allocated.

Some interior redecoration was undertaken by the Monday team of volunteers. An electrical survey was undertaken by Buchanan and Curwen and Alan Pooley completed many of the improvements required with some work remaining to be undertaken by Buchanan and Curwen in 2020.

The Museum Garden was substantially replanted during the year and looks much better. A new Well Head was built by Mr Eddie Gosling, funded by Dr Fred Meynen. The temporary shed proved to be essential as a store during the refurb.

Exhibitions

The museum office area on the first floor was cleared for the building work and was trialled as an exhibition space for the first time.

The first use was for a temporary art exhibition commemorating the late local watercolour artist Anthony Hill. This exhibition was opened formally in the Summer with speakers including Anthony Hill's son, Nick, Rev David Eaton and Lesley Shelton of the Leatherhead Art Club.

In October, this exhibition was followed by one of aqua-tint watercolour prints of notable romantic houses by John Hassell & Son, early 19th Century artists.

Following the major bequest by Joy Hallam of Ashted Pottery a part of this collection was put on display in the downstairs front room/shop.

A manned exhibition of local historical maps showing the evolution of Bookham, Fetcham, Leatherhead, Ashted was mounted in the Institute for Heritage Weekend and proved very popular.

The Friends of Leatherhead Museum

The Friends continued to support all aspects of the work of the Museum. The Craft Days held on 30 and 31 May, during Whitsun week, were a popular success. Several school visits were also held. The Friends' AGM held in April also featured a reprise by Tony Matthews of his talk on Cherkley Court.

The total number of Museum Stewards was around 40 and nearly all slots were filled during the year. The Museum still needs volunteers to act as stewards and help in other capacities. We still have a vacancy for a Curator and another for a Chairman of the Friends

Plans for 2020

The Hollis Room will be re-themed to be a late 1950's / early 1960's room.

More history projects will be displayed on the ground floor.

In all we feel that 2019 was a significant year in the history of the Museum.

NEWSLETTER EDITOR: TONY MATTHEWS

L&DLHS Newsletter 2019

Four quarterly 40-page A5 Newsletters were produced as usual for March, June, September and December in line with arrangements that have applied since 2016.

The print run in each case was 180. An A5 format digital version for each edition was posted on the website archive and disseminated to those Society members who have said they prefer not to receive printed copies.

Every Newsletter contains news or feature material submitted by contributors who have been consulted on the edited drafts. Every edition contains reports by the Editor, Society Chairman, Friends of the Museum, and the Programme Committee covering forthcoming events. The Newsletter is also used to provide contacts for all Society officers and to announce outstanding vacancies.

Publicity

Promotional reports on the L&DLHS lectures, Museum activities etc have appeared regularly throughout the year in the Ashted & Leatherhead Local, Look Local (Bookham) and the Bookhams Bulletin by special arrangement with the editors of those publications. The *Leatherhead Advertiser* ran a two-page spread to mark the history of the Society over the past 70+ years but it no longer reports the Society's activities and is not normally supported.

The website is updated immediately following every lecture and whenever there is news to report concerning the Museum.

Oral Histories

Abridged versions of both historic and recent oral history interviews with local figures of interest or those with very long memories of the district continue to appear regularly in the Newsletter. The full versions can be both heard and read as clips on the dedicated part of the website under SOCIETY.

PROCEEDINGS EDITOR: PROFESSOR DAVID HAWKSWORTH

During 2020 the standards for layout and matters such as referencing other published learned work were established and one paper *The route of Stane Street through Ashted: a missing link* has been published in Volume 8 on the Proceedings page of the website.

Our ongoing quest is for more work of similar quality. As much work has been done on the nineteenth century and earlier most subjects have already been tackled and prospective Authors would do well review previous Proceedings looking for, perhaps, possible new conclusions to old subjects based on modern research such as archaeology. Once we come to the 20th century there is more scope for new subjects that could be documentation or map linked or again based on archaeological findings. It is realised that we need to encourage authors from across the experience spectrum: thus, advice and training will be offered as required by our Proceedings team.

PROGRAMMES AND LECTURES SECRETARY: FRED MEYNEN

A full programme of 9 lectures had an average attendance of 45 (33 members and 12 visitors).

The admission charge for both members and visitors remain the same at £2, the net cost to the Society for the year being £83 after necessary expenses.

Our policy is to concentrate on lectures which have a local interest, but we do introduce other subjects such as *Fashion and Folly* and welcome suggestions for topics and speakers.

We organised a guided Leatherhead Town walk for Heritage Week in September and are seeking to extend our guided walks to the other Parishes.

RECORDS SECRETARY: ROY MELLICK

Technical issues with the Archive website, some of which remain unresolved, have delayed the uploading of images and documents. However, it is hoped that these will eventually be addressed, and work needs to proceed with digitising and uploading our many records.

The storage of our paper records is now becoming critical with available space at a premium. Records are stored at the homes of the archivists except for the Leatherhead records which are stored in the library at the Leatherhead Institute (LCA). Not only is this dependant on the good will of the archivists but restricts ready access for members.

Today's events are tomorrow's history, and this raises the question what should be gathered and where should we store it. Short of finding a room somewhere where all the records could be stored together the answer I believe, is clearly the digital route and only keeping/storing items based on criteria such as value, copyright or rarity.

SALES & PUBLICATIONS SECRETARY (ACTING): ROY MELLICK

Book sales are an important income stream for the Society, and we need someone to take on the role. This person could share the load by sharing aspects of the role with others. The closure of *Barton's Bookshop* and then *BookPotato* in Leatherhead leaves the *Wishing Well* in Bookham High Street and the Museum as the only retail outlets for the sale of all our books. More outlets are needed and kept supplied. Sales at our monthly talks and at other events in the area is another opportunity for Sales.

Online sales via our website could be set up, but we need someone to be responsible for managing the sales. This would entail posting/packaging and using our simple online invoicing system. This would not be an onerous task as we envisage only a few books/month by this method.

Publishing new books (typically one or two a year) is a bit more involved and is dependant on the abilities of the author and your IT/Creative skills. Guidance will be provided.