

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

**AGENDA FOR THE ANNUAL GENERAL MEETING
to be held via Zoom on Friday 18th March 2022 at 7.30pm**

This is the fifth Annual General Meeting of the Society in its CIO form and the 75th AGM in the history of the Society.

The meeting will be chaired by Alan Pooley BEM, our Honorary President.

An Ordinary Resolution is passed by a simple majority of members 'present'.

A Resolution changing the Constitution requires a 75% minimum of the voting by members 'present'.

NB The AGM will be recorded to assist minuting.

1. Apologies for Absence.
2. Minutes of our 4th AGM, ([please click here to view these](#)) and Matters Arising.
3. President's Annual Address.
4. Chairman's Annual Report.
5. Hon. Treasurer's presentation of the Society's accounts for the year ended 31 December 2021 ([please click here to view this](#)). The Executive Committee have approved these Accounts and members are asked to formally receive them and the Society's Annual Report.

Ordinary Resolutions:

(a) To receive the Society's Annual Report and Accounts for the year ending 31 December 2021

(b) To update the geographic scope of the Society to remove Mickleham and Headley (which are now catered for by other Local History organisations) and to make arrangements with those organisations on holding of and access to materials of mutual interest. The geographic scope would become Ashted, The Bookhams, Fetcham and Leatherhead. The change would be to 3.3 of the CIO Constitution.

6. Re-appointment of Independent Examiner of Accounts:

Ordinary Resolution: To approve re-appointment of Mr Adrian Radford as the Society's Independent Examiner of Accounts for the year ending 31 December 2022.

7. Election: Officers/Members of the Executive Committee of Trustees until the next AGM.

In accordance with our CIO Constitution one third of the Executive Committee (EC) must retire at each AGM but may stand for re-election.

There are currently 8 Trustees: Nigel Bond (Archaeology Secretary), Nicole Courtney-Leaver, Carl Leyshon (Treasurer), Dr Fred Meynen (Programme Chair), Frank Haslam (Secretary, Membership Secretary, Digital Communications), Prof David Hawksworth CBE (Proceedings Editor), John Rowley (Chair) and Simon Ritchie. The maximum number of Trustees is set at 14.

Retiring but standing for re-election: Dr Fred Meynen, Prof David Hawksworth CBE

Retiring: Nicole Courtney-Leaver

Standing for election as Trustees: Prof Patricia Wiltshire and Leatherhead Museum Managers Peter Humphreys, Duncan MacFarlane.

If any other member is willing to serve as a Trustee and has a seconder they should contact the Chairman as soon as possible.

Ordinary Resolution: To re-elect the retiring Trustees standing again and to elect the new Trustee candidates to serve until the next AGM of the Society.

8. Any Other Business (AOB items to the Chairman by letter/email to be received no later than mid-day on 18 March please): Mr J Rowley, 21 Albert Road, Ashted, Surrey KT21 1BJ

chairman@leatherheadhistory.org

9. Close of Proceedings.

TRUSTEES' ANNUAL REPORT AND ACCOUNTS FOR THE YEAR 1 JANUARY-31 DECEMBER 2021

CHARITY INFORMATION

Please see the Accounts forming part of this report (see via link below).

REPORTS

1. CHAIRMAN - John Rowley

In preparation.

2. HON. TREASURER - Carl Leyshon

Please [click here](#) for the Annual Accounts for the year 2021

3. MEMBERSHIP SECRETARY/DIGITAL COMMUNICATIONS - Frank Haslam

Membership

We had 185 (2021: 181) members of whom 153 were Full Members and 32 were Associates, They were at 152 addresses (2021: 152) of which 141 had email (2021: 137). All members have a duty to promote membership.

Members have been encouraged to pay online via BACS as this reduces the cost of banking. The Treasurer has been seeking better banking arrangements for the Society in the face of local branch closures. The Membership Secretary role also includes providing membership information to the Friends of Leatherhead Museum.

In 2021 the subscription for members was reduced from £20 to £10 in view of the pandemic. The Executive Committee voted to return it to £20 for the calendar year 2022. Associate Membership remained at £6.

Digital Communications

141 member households have an email address. They continued to receive information and reminders about forthcoming talks and events, as did 56 non-members who had asked to be kept in touch.

Distribution of our quarterly Newsletters continued to be by post during the year, apart from via email to those who prefer to receive them this way. The website has been kept up to date.

4. ARCHAEOLOGY - Nigel Bond

2021 was a quiet year for archaeology in our area with no new excavations. There were no further excavations at Rowhurst: there is further work planned there in May 2022. An interesting discovery was the identification of a broken 'ledger stone' found during the refurbishment of Leatherhead Parish Church as being a 14th century 'indent' made to carry an inlaid memorial brass.

Your Archaeology Secretary was involved in answering members' questions on local archaeology and investigating discoveries made during building works. The Society received late notice of a Surrey County Council initiative to ask members of the public to nominate sites and objects of interest to include the Council's 'Heritage List'. L&DLHS members submitted two new suggestions.

The collections of Roman and Medieval plaster and pottery held in our Museum Stores are an important source of research material for the Surrey Archaeological Society. Their specialists have been gradually working through the collection with the aim of producing reports for publication.

5. PROCEEDINGS EDITOR - Prof. David Hawksworth CBE

A number of suitably substantial contributions were in various stages of review and preparation. They should be published online before the end of 2022. Contributions on any aspect of our local history, including wildlife, are welcome for consideration, from both Members and Non-Members.

6. PROGRAMME/LECTURES SECRETARY - Frank Haslam on behalf of Dr Fred Meynen

A monthly programme of talks was maintained during the continuing pandemic, some by members, some by external speakers. All were presented via Zoom. Some of these were simultaneously 'live' (when restrictions allowed and subject to mask-wearing, and signing-in/hand sanitation/distancing requirements) in the Abraham Dixon Hall of the Leatherhead Institute. It was recognised that whilst talks via Zoom enabled members who had problems attending in person to do so online, some were keen to return to live events or were not able to attend online.

The Society was very grateful for the essential technical assistance of Martin Hogg of the LCA working with our member Simon Ritchie, both of whom worked very hard to develop the use of technology to enable 'Zoom/live meetings'.

The Society continued to be grateful to Simon Ritchie, who runs *Surrey History Meet-up* on the internet, for publicising our online talks. We also continued our cooperation on talks and technical facilities with the Dorking Local History Group.

Recordings of talks presented via Zoom were made available online for a short period afterwards to those unable for whatever reason to attend 'on the night'. This was a much-appreciated service.

Reports of the talks have been appearing in the Newsletter.

Talk posters which include a QR code which generate an email to the Society were developed during the year and are provided to all monthly information recipients and displayed in some local shops and libraries.

7. NEWSLETTER - Tony Matthews

The quarterly 40-page Newsletter continued to be produced featuring a wide range of articles covering talks and items researched by members and others interested in our local history. It continued to be printed by Kall Kwik in Leatherhead. Distribution by post and email was coordinated by the Secretary.

Articles about the Society placed in the monthly *Ashted & Leatherhead Local* and its Bookham equivalent produced some volunteers to help in the work of the Society and its Museum.

8. LEATHERHEAD MUSEUM: Managers' Annual Report for 2021

Peter Humphreys, Duncan Macfarlane

A. General

The Museum remained closed until July. After preparing and consulting on various Risk Assessments and doing trial with Stewards, we introduced a Method Statement of strict COVID controls and a one-way system within the museum. For the first 6 weeks we opened to the public on Saturdays only [2 shifts] as a controlled experiment, but then reverted to our normal 3 days/week [4 shifts] arrangement until 4 December. Attendance was quite good.

The Monday workgroup continued to work except prevented by restrictions. The garden matured nicely.

B. Staffing & Officers

12 stewards dropped off our list of volunteers during the year (none due to death). Fortunately, the Friends of Leatherhead Museum (thanks go to Debby Humphreys) was able to recruit 8 new stewards, largely due to a plea in the Society's newsletter last winter. All are trained and working now. The year ended with a roster of 40 Stewards.

The annual Spring Training Day was cancelled because of COVID but was replaced by two Summer training sessions.

The 2021 Friends' AGM was postponed to 2022, to be held remotely, using ZOOM software. The Officers need to be confirmed.

There are numerous vacancies - including DIY, gardeners, stewards, Curator, artefact storeroom manager, etc. We remain concerned that the pandemic may deter volunteers returning. Strategy to be developed.

C Work Done 2021

The Friends of Leatherhead Museum [FoLM] continue to maintain, operate and administer the Museum. Unfortunately, no School Visits or Craft Days could be safely held, nor Work Events/Parties. However, some important maintenance work was undertaken, both inside and outside the buildings.

D. Maintenance & Renewal 2021

A splendid 2.4m demountable *LEATHERHEAD MUSEUM* sail mast for use by the front door was acquired. A new nameboard was proposed instead of using the banner on the east façade (street side). Other signage has been under review.

Further Repair work was commissioned from D.P. Slegg (DPS) but had to be postponed due to COVID. DPS are due to replace the rear (west) bay window in the Spring.

The plaque commemorating Linda Heath's bequest was mounted on the west wall, overlooking the garden, but has not yet been officially unveiled.

Many minor repairs were completed by our general builder, Mr Peter Hopper but sadly he had to pull out of further such work due to health matters. Some local redecoration, etc. was undertaken by the Monday team of volunteers.

The warping of the Wellhead base unit was resolved. The permanent tensioned steel band was augmented by a structural plywood apron, again installed free-of-charge by Mr E Gosling. The band tension, etc is to be checked during Summer 2022; final fixings were made and protection systems finished.

The electrical improvements required were completed and the storage heaters repaired and refurbished.

A Fire Safety Audit was done prior to re-opening but a Trial Evacuation must be done in the Spring.

Attention will be paid to technical & safety matters being suitably recorded and auditable.

D. Museum Displays

Lorraine Spindler's curator role remained vacant. However the interim arrangements and Display Team seem to have worked well.

The Hollis Room makeover was done, using a 1960s theme thanks to Dorothy Stapleton's team and sourcing of some items by Robin Christian.

The proposed Summer 2022 exhibition featuring paintings by the late John Ainley, a founder of the Leatherhead Art Club, remained provisional.

The Hassell watercolour exhibition in the gallery continued until September. It was followed by a special Arts & Crafts exhibition of some Anthony Hill landscape paintings, donated by his son, and some 70 ceramics from retiring Epsom potter, Ted Rex.

The front bay window History displays, initiated by the late John Morris, continued to be changed regularly, attract a lot of interest from passers-by.

E. L&DLHS Archive

Roy Mellick, who moved away in 2020, was the custodian of L&DLHS Bookham Archive. His archive had been transferred to a temporary secure container store but was relocated to the Priory Storeroom.

Some rationalisation of our artefacts was needed. We recommended that a new LDLHS store manager role should be created. We also noted that LDLHS needed an archivist for the Leatherhead Archive at the Institute.