



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

The **Agenda for the 2021 AGM of the CIO via Zoom on Monday 28 June 2021** and the **Minutes of the 2020 AGM of the CIO** are separately provided documents, also accessible via these links:

[Agenda for the 2021 AGM of the CIO 28 June 2021](#)

[Minutes of the 2020 AGM of the CIO](#)

Members who have points that they wish to raise under Any Other Business at the 2021 AGM are asked to ensure that the Chairman, Mr John Rowley, has *received* these by letter or email *no later than 25 June 2021*: Mr J Rowley, 21 Albert Road, Ashted, Surrey KT21 1BJ [chairman@leatherheadhistory.org](mailto:chairman@leatherheadhistory.org)

**TRUSTEES' ANNUAL REPORT AND ACCOUNTS**  
**FOR THE YEAR ENDED 31 DECEMBER 2020**

**CHARITY INFORMATION**

This is the third 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 2020 to 31 December 2020.

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.

<b>Trustees</b>	<b>Office</b>
John Rowley	Chairman
Carl Leyshon	Honorary Treasurer
Jane Summerfield	Honorary Secretary (until 11 March 2020)
Nigel Bond	Archaeology Secretary
Nicole Courtney-Leaver	Trustee
Frank Haslam	Membership Secretary
David Hawksworth	Proceedings Editor
Fred Meynen	Programme/Lecture Secretary
Roy Mellick	Records/Acting Book Sales Secretary (resigned Dec 2020)
Tony Matthews	Newsletter Editor

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Alan Pooley BEM is President of the Society.

Peter Humphreys and Duncan Macfarlane are joint Museum Managers.

## CHAIRMAN'S ANNUAL REPORT FOR THE YEAR 2020: JOHN ROWLEY

For the benefit of those who will look back on the Society's history, 2020 saw the beginning of the Covid-19 Pandemic in the UK. The virus causes varying degrees of respiratory illness, much more severely among the over 70s and those with health issues. Sadly there have been many Covid-related deaths in the UK and we mourn the passing of all.

Many Covid sufferers recover quickly but others need acute hospitalisation, putting huge pressure on the NHS. Some suffer 'Long Covid' in which recovery is delayed. On 16th March 2020, the Prime Minister, Boris Johnson, issued his first major 'Advisory' and four days later the period now dubbed *Lockdown 1* was introduced, the main message affecting the Society being 'stay at home'.

The situation facing the Trustees of the Society was both gloomy and potentially serious for our Members and Volunteers, many of whom are aged over 70. The first step was the postponement of the post Winter-break reopening of our Museum - it subsequently had to remain closed all year. Secondly, in liaison with the Surrey Archaeological Society, we could not carry out fieldwork until further notice.

Other events such as our AGM (usually held in March) were postponed. Following guidance from the Charities Commission our 2020 AGM was eventually held online via Zoom in December.

'Live' talks at meetings in the Leatherhead Institute could not take place. Simon Ritchie, who is on our Programme Committee, was already running the *Surrey History Meet Up* (SHMU) website, which publicises events of interest. As *Zoom* became a verb rather than a brand, SHMU quickly became a platform for not only promoting online talks but ticketing them. We joined our friends at the Dorking Local History Group in an agreement to share a Zoom Licence and to jointly fund and promote free public *Lockdown Lectures* presented via Zoom. Simon did a trial run with his talk on *Industrial Archaeology Hiding in Plain Sight - Ordnance Survey Trig Points* on 4th May and the first LDLHS *Lockdown* contribution was a talk on 25th May by our Archaeology Secretary, Nigel Bond, on *The Archaeology of Rowhurst, Leatherhead*.

Online talks, though not to everyone's taste, continued to be a learning process for speakers, those attending and for those handling the technology. From the start, interest was encouraging and speakers were enthusiastic to try out this new method of presentation. It was also appreciated by those for whom getting to live talks was no longer easy. On other positive notes, new members have been attracted to the Society and a recording of a talk could be made available for a short period to those who missed it and to those in Care.

*Lockdown 1* ended in stages beginning in June but the requirement for 'social distancing', the wearing of face-masks etc continued. Any activity requiring face to face contact remained banned. *Lockdown 2* came stealthily into force during late September and developed eventually into a system of *Tiers*.

We should record that: in May it was announced that Epsom and St Helier NHS Trust would open a temporary satellite recovery *NHS Seacole* hospital at Headley Court for the rehabilitation of Covid patients in recovery; and that the year ended on a positive note with the news that Epsom Racecourse had been earmarked as a vaccination centre, to open in January 2021.

Another effect of the pandemic was that local distribution of our quarterly printed Newsletters by volunteers was replaced by postal delivery. We continued to keep Members up to date via email. The Records function of the Society was able to continue although the transfer of material from the public to our Archivists required its own 'protocol'. This work was hindered by the lack of an Archivist for Leatherhead.

The Executive Committee of Trustees and other Officers continued to meet - online via Zoom. Many issues were debated leading to variations in the conduct of our activities. Perhaps the most important decision, in recognition of the financial pressures on some Members, was to reduce our subscription for one year (2021 only) to £10. This was funded by increases in our Reserves.

We still have vacancies in key roles in the running the Society. We have come to realise that some tasks are too enormous for a single person to take on single-handed, in particular the Archive Project that requires paper records to be scanned or imaged into on-line documents. This activity lends itself to sharing out and we are open to any suggestions that will enable us to get this back on track.

During the year Roy Mellick, our Records Secretary in overall charge of archiving and the Archive Project System, decided to move to the Horsham area. The move progressed more quickly than he expected and he worked hard to safely hand over his material and, where possible, his tasks, officially resigning as a Trustee in December. Roy has been a stalwart member of the Society for some years and brought us a visionary approach to keeping and accessing records. As soon as we are able to hold a proper event, we will celebrate his contribution to the Society, which included Book Publication & Sales, and Bookham Archivist. Roy will for a time continue to support the archive parts of our website. Tony Matthews handed responsibility for our website to Frank Haslam, who had been working closely with Roy on certain aspects of it.

Roy's departure highlighted the need for new Trustees or those willing to take on specific roles. Of course, Members are welcome to discuss their potential role as a Trustee with me prior to standing for election. At the 2020 AGM we changed our Constitution to enable us to co-opt members to our Executive Committee. Frank Haslam, our Membership Secretary, took on the additional role of Secretary for a limited period, Jane Summerfield having resigned earlier in the year after several years' patient service.

My thanks, and I hope yours, go to fellow Trustees, Museum Stewards, Volunteers and Members of the Society who have kept the Society active and thriving during 2020.

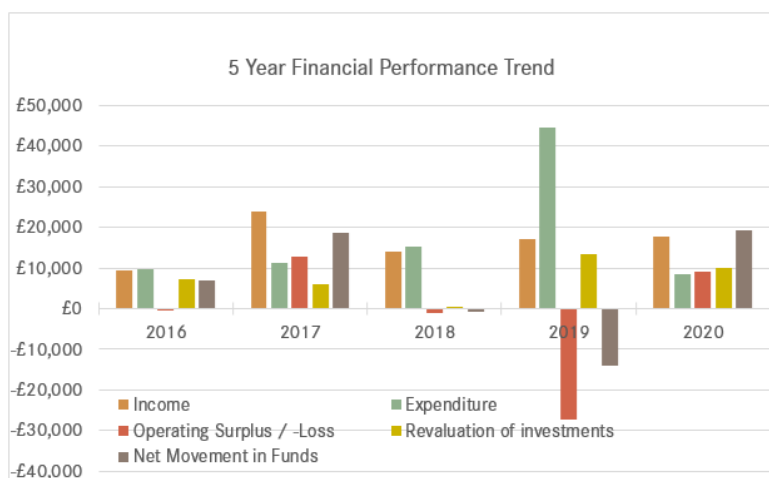
Finally, we remember those who died in 2020: John Morris who did so much at the Museum as a Steward and providing window displays, as well as being a truly indefatigable researcher; and Stephen Poulter, active in the 1970s and 1980s before moving to the West Country, who generously remembered the Society in his Will.

## TREASURER'S REPORT: EXTRACTS: Carl Leyshon

[Please click here for the full accounts](#)

### Financial Review

The Covid-19 pandemic has limited the Society's activities in 2020. The museum has not opened all year and the talks programme was limited to two talks at the beginning of 2020, although talks were resumed using the internet. Thus, many activity related income and expenditures reduced in 2020. However, Government support to the sector meant that a grant was received to support the Society. The Society investment funds took a significant reduction at the start of the Covid lockdown but have since recovered.



In summary the Society reported a £9.2k surplus before investment gains of £10k allowing the Society to add £19.2k to funds carried forward. Total funds of the Society are £146k.

### 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 2020.

#### 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

25 May 2021

**Annual Accounts for the Year Ended 31 December 2020**  
**Statement of Financial Activities**

	2020	2019
	£	£
<b>Income from</b>		
Donations & Legacies	6,313	12,711
Grants	10,000	-
Charitable Activities	1,159	4,265
Investment income	142	239
<b>Total</b>	<b>17,614</b>	<b>17,215</b>
<b>Expenditure on</b>		
Charitable activities	8,452	44,577
<b>Total</b>	<b>8,452</b>	<b>44,577</b>
<b>Net income/(expenditure)</b>	<b>9,162</b>	<b>(27,362)</b>
Net gains on investments	10,026	13,291
Net movement in funds	19,188	(14,071)
<b>Reconciliation of funds:</b>		
Total funds brought forward	126,812	140,883
Total funds carried forward	146,000	126,812

**Balance Sheet as at 31 December 2020**

	2020	2019
	£	£
Fixed Assets		
Heritage Assets	1	1
Investments	120,665	110,497
<b>Total Fixed Assets</b>	<b>120,666</b>	<b>110,498</b>
Current Assets		
Stocks	3,511	4,410
Debtors	78	204
Cash at bank and in hand	21,899	11,752
<b>Total Current Assets</b>	<b>25,488</b>	<b>16,366</b>
Current Liabilities		
Creditors (< 1 year)	(154)	(52)
<b>Total Current Assets</b>	<b>25,334</b>	<b>16,314</b>
<b>Total Assets less current liabilities</b>	<b>146,000</b>	<b>126,812</b>
Funds of the Society		
Unrestricted Funds	146,000	126,812
<b>Total Funds</b>	<b>146,000</b>	<b>126,812</b>

Approved by the Executive Committee at its meeting held on 25<sup>th</sup> May 2021.

Signed on behalf of the Committee.

*John Rowley*  
Chairman

*Carl Leyshon*  
Honorary Treasurer

<b>Analysis of Income</b>		2020	2019
		£	£
Donations & Legacies	Donations	948	1,061
	Membership Subscriptions	2,284	2,882
	Friends Subscriptions	255	247
	Gift Aid	826	852
	Legacies	2,000	7,669
Grants	Grant donations	10,000	-
Charitable Activities	Meetings Programme	304	736
	Publication Sales	798	3,458
	Other Sales	-	71
	Royalties	57	-
Investments	Interest Received	142	239
<b>Total Income</b>		<b>17,614</b>	<b>17,215</b>

Donations from members when paying their subscriptions were £848, there was a £100 donation specifically provided for the museum. The £2,000 legacy was left to the Society in the will of Mr Stephen Poulter. Gift Aid was recovered on subscriptions £581 and on other donations £245.

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 substantially lower in 2020 than 2019 due to no new publications, the closure of retailers and lack of other opportunities due to the pandemic.

Interest Received relates to the interest-bearing deposit account. The £10,000 grant was provided by the Government via Mole Valley District Council under the Retail, Hospitality and Leisure Grant Fund providing financial support to eligible businesses during the pandemic. There were no specific performance conditions attached to this grant.

<b>Analysis of Expenditure</b>		2020	2019
		£	£
Charitable Activities			
Activities	Meetings Programme	161	819
	Publications - Books	1,344	1,657
	Publications - Newsletter	935	1,701
	Payment to Friends	255	247
	Other expenses	-	25
<b>Activities Total</b>		<b>2,695</b>	<b>4,449</b>
Museum	Museum expenses	1,583	35,667
	Museum storage	480	920
	Museum utilities/insurance costs	2,503	2,515
<b>Museum Total</b>		<b>4,566</b>	<b>39,102</b>
Membership	Society costs	1,191	1,026
<b>Membership Total</b>		<b>1,191</b>	<b>1,026</b>
<b>Total Expenditure</b>		<b>8,452</b>	<b>44,577</b>

The meetings programme costs were substantially lower in 2020 due to the curtailment of meetings at the Leatherhead Community Association. The Society took out a Zoom subscription jointly with The Dorking Society to continue with meeting online. There were no new book publication costs in though two books were reprinted.

Museum expenses include labour and materials for maintenance, security and fire prevention systems maintenance plus the purchase of a garden shed. It also includes a plaque to commemorate Linda Heath who provided a legacy in 2015 which allowed for the refurbishment of the museum in 2019.

Society costs include website and online archive running costs, trustee insurance, printing and stationery, postage (including newsletter distribution), Society subscriptions and other expenses.



## **OFFICERS' REPORTS**

### **ARCHAEOLOGY SECRETARY: NIGEL BOND**

In 2020 we had intended to continue with the Surrey Archaeological Society (SyAS) led community archaeology project in the grounds of Lucy Quinnell's Rowhurst, however plans were put on hold because of the pandemic. Your Archaeological Secretary was able to report back on work done in 2019 to a large audience at one of the first Zoom talks in May. I also provided brief written reports for SyAS's Bulletin. We intend to resume our investigations once restrictions are lifted.

SyAS has been able to continue with some socially-distanced fieldwork within the county in 2020 as well holding symposia and other meetings via Zoom. Your Archaeology Secretary has been involved in an interesting desk-based research project which I intend to report on via the Newsletter later in 2021.

### **MEMBERSHIP SECRETARY: FRANK HASLAM**

Having forgotten to write this on the 1st January 2021, at the time of writing (March 2021) there were 181 (2019 comparable:167) Members - 148 Ordinary and 33 Associate. Members were at 148 addresses, of which 137 had email. Our Society needs to recruit new members. Each of us may know someone who might be interested. Please do your best. And when talks can again be held in the Institute we should do more for those members who now find it increasingly difficult to get to our events.

The role includes the maintenance of our database of members of the Society and Friends of Leatherhead Museum and meeting data protection requirements. It is therefore at present convenient to deal with the packaging, addressing and distribution of our quarterly Newsletters to those receiving printed copies, including subscription reminders.

#### **Digital Communications/Frank Haslam**

The vast majority of members have an email address. They have continued to receive information and reminders about forthcoming talks and events, as have a significant number of non-members including Volunteers and Museum Stewards who asked to be included.

The role includes distribution of our quarterly Newsletters, including via email to those who prefer to receive them this way.

Following the move away from the district of Roy Mellick and the Newsletter Editor's decision to hand over responsibility for the website, liaison with TecRes on the maintenance of the Society's website and the editing of the content of its blogs has been taken on. Longer term, a member with *WordPress* expertise might enable the website to be brought back in-house.

### **MUSEUM MANAGERS: PETER HUMPHREYS & DUNCAN MACFARLANE**

*Please note that this was written before more was known about changes in COVID restrictions.*

#### **A. General**

Unfortunately the Museum has been closed to the public all year, because of the COVID 19 pandemic, although maintenance has continued. The Monday workgroup has been on hold while Lockdown continues. We do need more museum volunteers, including workers, stewards, curator, storeroom manager, etc. We remain concerned that the pandemic may deter volunteers returning.

#### **B. Work done in 2020**

The Friends of Leatherhead Museum [FoLM] continue to maintain, operate and administer the Museum. Unfortunately no school visits nor Craft Days could be held.

The total number of Museum Stewards remains around 40. The annual training day was cancelled because of COVID.

FOLM still needs volunteers to act as stewards and help in DIY, gardening, and other capacities. We still have a vacancy for a Curator and another for a Chairman of the Friends.

### **NEWSLETTER EDITOR: TONY MATTHEWS**

The Coronavirus pandemic and other developments during 2020 brought a major transformation in the affairs of the Society. Publicity efforts were already changing before the virus hit us but the year saw a level of change that could not have been foreseen at the end of 2019. Some aspects may revert when the crisis is well and truly over but others are probably permanent.

#### **The Society's Newsletter.**

Four quarterly editions of the Newsletter were produced as usual, each receiving a positive response from contributors and presumably the wider membership too. The size and content of each edition continued without change. With the Museum closed, monthly meetings at the Institute cancelled, other face to face activities no longer planned, book sales in abeyance and the Proceedings still mothballed, the Newsletter was welcomed.

Yet it too saw some crucial developments during the year. Chief among these were the following:

a. Printing ceased to be carried out by *YesPrint*, the Hampshire company, and was transferred to the local *KallKwik* firm. This was Roy Mellick's decision based on cost-saving priorities. *KallKwik* printed the June, September and December Newsletters. This was done efficiently and maintained the quality formerly provided by *YesPrint*. *KallKwik* also continued to provide a hard copy proof before printing which permitted essential last-minute corrections missed on screen. Experience shows such proofing is vital for professionalism.

b. The virus forced a change in distribution arrangements. The previous cost-saving arrangement using volunteer deliverers in each parish was no longer feasible in the era of Lockdowns. This was not realised at first and the June edition was held back in the hope of a return to normality by the autumn. Once it became clear this would not happen, the June and September editions were mailed together to members and other recipients. This has been repeated with subsequent issues and appears to have worked well.

c. The 40-page A5 Newsletter is also produced in PDF format. This allows simple email distribution to members who elect not to receive the printed version. It also allows archiving of each Newsletter on the Society's website, essential both to maintain external interest in the Society and continuing access for members who may discard their hard copies. This will continue.

d. Roy Mellick's departure leaves a huge hole in the Society's overall capabilities, including some aspects of the Newsletter. My own involvement as Editor since May 2016 was entirely down to him and the Newsletter has relied on him for its website archiving. I have told John Rowley I am content to continue producing it for the time being but must insist that this continues to include editorial control and independence. While all reasonable efforts are made to allow late amendments by contributors where necessary, the ultimate decision on what appears must remain with the Editor.

2. **External media publicity.** The Society's onetime dependence on the *Leatherhead Advertiser* as the main external media outlet ceased when the local paper switched its coverage primarily to news of Dorking. For the past couple of years instead I have provided regular material on behalf of the Society to the monthly magazines, the *Ashted & Leatherhead Local* and *Look Local (Bookham)* which are delivered free to local residences. This has worked well and is often supplemented by Society content in the *Bookhams Bulletin* too. The advent of online Zoom talks instead of conventional lectures has provided sufficient material to do this satisfactorily. I am happy to continue providing this as long as fresh material is available.



3. **Oral histories.** The Society's website archive contains a good number of oral history interviews where anyone can both hear edited clips of those interviewed and read what they say in text form. The interviews were all conducted either historically by Edwina Vardey between 1979 and 2002 or by myself over the past few years. Together they provide a fascinating insight into the lives of local residents from many different backgrounds during the entire 20th century. Unfortunately we no longer have either the professional audio editing assistance I relied upon to produce the online clips nor Roy Mellick's availability to upload the finished works into the archive. I have also now exhausted the collection of Edwina's historical work and the pandemic made fresh interviews impossible too. I have therefore decided to cease the oral history service until further notice.

**PROCEEDINGS EDITOR: PROFESSOR DAVID HAWKSWORTH**

No report.

**PROGRAMMES AND LECTURES: Chair Fred Meynen/Secretary Frank Haslam**

Our Committee of five, chaired by Dr Fred Meynen, discusses possible talks for inclusion in our normal program for the months of September through to May and liaises with the Treasurer regarding speaker and hall fees. The role of the *Surrey History MeetUp* website, run by ProgCom member Simon Ritchie, in promoting our talks became vital when the pandemic caused the suspension of talks at the Leatherhead Institute. Simon has played a key role in enabling us to move online via Zoom. The Society has been pleased to work with our friends at Dorking Local History Group in jointly providing and funding fortnightly *Lockdown Lectures* via Zoom.

**RECORDS SECRETARY: formerly ROY MELLICK**

No report.

**SALES & PUBLICATIONS SECRETARY (ACTING): formerly ROY MELLICK**

No report.