

## Haslemere Educational Museum

### Minutes of the 99<sup>th</sup> Annual General Meeting 23<sup>rd</sup> November 2023



The Chair, Melanie Odell, welcomed everyone to the meeting.

1. Apologies for absence were received from Bernard Coe, Richard Sabin, Alan Perry, Nick & Jane Godden, Judith Thompson, John Gorman, Isabel Jeffers, Karin van Dongen, Jennifer Hill, Freda Chapman, Fay Foster, Carol Shrimpton and Sara Bevan.
2. The Minutes of the 2022 AGM were approved (proposed by Christopher Ashton-Jones and seconded by Sue Stathers) and signed by the Chair.
3. There were no matters arising.

4. Chair's Remarks :

The Chair referred to the apology for absence from Richard Sabin, the collections trustee, and added that Richard had been personally invited to attend COP28.

The Chair drew attention to a change to the Agenda (item 7, Resolution 5) and reported that Christopher Ashton-Jones had withdrawn his application to act as a trustee but will continue to help as a volunteer, assisting with marketing, fundraising and PR, for which thanks are recorded.

The Chair advised that the Annual Report had been available online (although also available as a printed booklet if requested), saving printing and postage costs, and more environmentally friendly. Next year's Report will be available online in the 'flip it' format for ease of reading, in PDF format for printing and as a printed booklet if required.

The Chair advised Julia Tanner (former curator) is doing well in her new job in Glastonbury, and also reported the sad loss of Jim Rose (education trustee).

The Chair referred to the success of the recent fireworks event and thanked all staff and volunteers; the upcoming Volunteers Christmas Party and that Haslemere Educational Museum is looking for more volunteers to assist with all aspects of the Museum.

The Chair addressed the current deficit in the Accounts and the need to increase income; that the building is Grade II listed and thus maintenance and repairs are expensive, and that the environmental conditions of the galleries need attention. 2026 will mark the 100 year anniversary of the Museum moving to its current site and a centenary appeal will be launched.

The Chair then invited questions and was asked if the Board has a fundraising strategy? The Chair replied ideally a fundraising/marketing/PR trustee is needed to take the lead, but the Board has so far been unable to identify one, however increasing income from membership and legacies is being worked on, and it is proposed the Curator's House will be upgraded and then rented out to provide income. As for employing a fundraiser, the Chair explained once a fundraising/marketing trustee is identified then support (from paid staff or volunteers) can follow.

A member asked if the 5 Year Strategy Plan is a public document and was advised it is not.

The Chair finished her report by advising that Jane Clayton has come to the end of her term as a trustee. Jane has been the trustee responsible for the volunteers and will continue to support the Museum. Thanks to Jane are hereby recorded.

5. Special Resolution : Clive Reay explained that the Museum's Articles were originally drawn up in 1996; and since then various piecemeal amendments have been made. New Articles are required to comply with current legislation and the Charity Commission's requirements for the governance of smaller charities. The proposed new Articles have been prepared with specialist legal advice, the trustee remuneration provisions have been approved by the Charity Commission and a draft of the Articles has been approved by South East Museums who are

part of the accreditation body. They have been available on our website together with a note setting out the key amendments.

Questions were invited from the floor. One member asked a number of questions relating to the Articles including allowing the Museum to enter into contracts on behalf of other bodies, allowing trustees to enter into agreements to provide goods and services and to be remunerated for those, the provisions relating to declarations of trustees' interests, the ability for trustees to be appointed for a fourth three year term in exceptional circumstances, the ability for members to inspect the accounting records, and in relation to responsibility for management of the Museum. All the questions raised were responded to by Clive Reay and the Chair.

The Chair then read out the Special Resolution in full and sought approval from the members. Such was proposed by Andrew Clayton, seconded by Sarah Bain and a show of hands confirmed the adoption of the new Articles. There were no votes against and one abstention.

6. Treasurer's Report and Accounts :

Clive Reay presented the Report. He confirmed the Accounts have been available on the Museum's website and are summarised in the Annual Report. He reported that income had fallen compared to the previous year, mainly due to a reduction in large donations and Grant funding, and that expenditure had increased, largely due to staff costs and energy costs. An overall deficit of £118,000 was reported.

Questions were invited from the floor and an explanation provided in relation to allocation of the AE Orchard funds to 'restricted'. Also, in response to a question on the interest rates received on investments, it was explained that some monies had been placed in high interest bonds but there was a need to balance income with capital growth.

Resolution 1 : Adoption of the Accounts was proposed by David Round, seconded by Andrew Storey and then passed.

7. The constitution of the Board was then addressed :

Resolution 2 : The Chair explained that Clive Reay's second three year term as a Trustee has come to an end and sought confirmation from the members for re-appointment for a third three year term. The Resolution was proposed by the Chair, seconded by Christopher Ashton-Jones and then passed.

Resolution 3 : The Chair explained the Board has been through a process to identify a new trustee from a legal background and introduced Richard Manyon to the members. Confirmation was sought from the members for his appointment as a trustee for a term of three years. The Resolution was proposed by Jane Clayton, seconded by Sue Stathers and then passed.

Resolution 4 : The Chair explained the Board has also been through a process to identify a new trustee from the field of education and introduced Jilly Storey to the members. Confirmation was sought from the members for her appointment as a trustee for a term of three years. The Resolution was proposed by Kay Topping, seconded by John Buckrell and then passed.

8. Any Other Business :

A member asked about the re-appointment of the auditor. Clive Reay advised that the Trustees had appointed Knox Cropper LLP as an independent examiner. The member asked if the trustees should consider the appointment of a different independent examiner with a view to reducing costs, and it was agreed such will be considered, although the need for a company, preferable local, with charity expertise was noted.

The meeting then closed and was followed by a short presentation by Sam Tabner who has recently joined Haslemere Educational Museum as Collections Curator.