

Ventnor & District Local History Society Trustees Report for 2021

Charity name, registration number, address and trustee names

Name: Ventnor & District Local History Society
Charity Registration Number: 286848
Address: 11 Spring Hill, Ventnor, PO38 1PE

Trustee names (as of 31 December 2021):

John Carter
Linda Chester
Leigh Geddes (Society Chair)
Janet Griffin (Society Deputy Chair)
Yvonne Hardy (Society Treasurer)
Paul Kingswell
Les Matravers
Jeffrey Mazo (Society Secretary)
Lesley Telford

Structure, how it is managed, including how it recruits trustees

Governing Body:

The Governing Body consists of a board of three to twelve Trustees who meet approximately every six weeks. All Trustees are active in the running of the Society; there are no 'Honorary Trustees'.

All volunteers are welcome to attend Trustee meetings (apart from during confidential items).

The Trustees and officers (Chair, Deputy Chair, Treasurer and Secretary) are elected each year at the AGM in March, and they can stand again for election each year.

Trustees are recruited from our volunteers, members of the Society, and the local community. We look to recruit Trustees with particular skills and experience; currently we are looking for marketing and membership administration expertise. We advertise these openings through correspondence to the membership, on our website, and on our Facebook page, as well as networking through the local community.

Management:

The Society is completely managed and run by volunteers. We currently have 20 volunteers. Roles necessary for the day to day management and running of the Society are covered by

individual volunteers who, if they are not trustees, have a 'link trustee' to work with them.
Current management roles are:

Health and Safety Officer
Meetings organiser (arranging speakers for monthly Society meetings)
Membership Secretary
Museum display area management
Publicity
Sales
Volunteer co-ordinator
Website admin

Sub Committees and Working Groups:

There is one sub-committee, established in the constitution: the Review Committee, which examines and accepts donations of artefacts, documents and images, and manages their recording. Working groups are set up to cover particular areas as necessary. Current working groups are the 'Indexing and database group' and the 'Publications group'.

Objectives/Activities for 2021

In 2020, due to the Covid-19 pandemic, we had to close the Museum and Heritage Centre to the public and cancel our regular members meetings and talks, and temporarily cease accepting donations of material to the museum and archive.

Our main goals for 2021 were to:

1. Monitor the Covid-19 situation and reopen the Heritage Centre as soon as possible, subject to the safety of our volunteers and visitors. Both our membership and our volunteer base tend to be, on average, older and more vulnerable than the general population.
2. Continue to provide services to our members and the community through new publications, our online shop, answering research queries and other outreach that did not involve physical meetings or contacts.
3. Keep our volunteer pool intact as most volunteer roles are public-facing and hence not available during lockdown/closure.
4. Maintain the financial viability and resilience of the Society.

Achievements and performance 2021:

1. We extended the use of electronic communications, including Zoom meetings and e-mail newsletters.
2. We continued to expand our knowledge base and responded to e-mailed research queries from Ventnor, the Island, the UK and beyond.

3. We upgraded the Museum sales and reception area, completing the refurbishment of the museum started in 2018. The sales area provides more sales space and offers full Covid protection for the public and our volunteers
4. We added a facility for accepting contactless payments in the Museum.
5. During the closure period we updated the Museum window displays to interest passers-by and keep people informed.
6. We sharply increased our use of social media, including our Facebook group, Facebook page and YouTube channel.
7. We continued to publish weekly articles on our website and in the *South Wight Chronicle*, and continued to update the website with new material
8. In conjunction with Medina Publishing we developed a guided walk, "Ventnor: Cradle of the Russian Revolution", which was conducted on several days in July (Ventnor Fringe) and October 2021. The walks all sold out and were scheduled for repetition in 2022.
9. We did preliminary work towards publishing existing and new material as e-books.
10. We did preliminary work towards allowing public online access to our archive index database.
11. We re-opened the Museum to the public on a limited schedule in July.

Financial review

This is the second time our income has exceeded £25,000; the first was 2017, when we received £27,532 of a total grant of £31,000 from the Heritage Lottery Fund. In 2021 we received two Local Council grants totalling £16,335 (Covid-19 Business Grant and Restart Grant). Without these grants, our income was £13,616, which comes from admission charges, membership subscriptions, sales, donations and Gift Aid. Our expenditure was £25,121, which included £11,379 for repairs and renewals (including upgrading the museum reception area and Covid-19 adaptation), and £5,189 for new publications.

Dr Jeffrey Mazo
Secretary, Ventnor & District Local History Society
October 2022

VENTNOR AND DISTRICT LOCAL HISTORY SOCIETY

CHARITY NUMBER 286848

INCOME AND EXPENDITURE ACCOUNT

for the year ended 31 December 2021

	<u>2021</u>	<u>2020</u>
INCOME		
Admissions	850.00	80.00
Photocopies and pamphlets	375.50	149.90
Postcards and greeting cards	282.72	136.40
Publications	6,996.15	414.05
Magnets etc	17.00	-
Interest received	1.31	10.41
I.W. Council Grants	16,335.00	10,000.00
Calendars	443.70	422.45
DVD's	293.54	32.95
Subscriptions	1,857.00	1,680.00
Donations	244.93	142.45
Sponsorship Income	-	1,007.00
Event income (net)	174.00	328.13
Ground rent	5.00	5.00
Raffles	-	53.00
Donations - research	60.00	286.40
Stock adjustment	1,283.53	208.40
Tax refund	716.68	602.35
Time travel income	-	169.79
Prints	35.00	-

£ 29,971.06

£ 15,728.68

EXPENDITURE

Rent	-	-
Electricity	677.74	744.86
Water rates	142.29	119.73
Telephone	853.96	463.32
Internet	172.68	257.25
Stationery and postage (net)	381.28	238.18
Computer expenses	1,266.12	592.73
Photocopy charges	438.79	269.36
Publications	5,189.45	68.00
Repairs and renewals	11,379.18	1,036.06
Advertisements	279.66	354.90
Exhibitions and displays	100.43	3,471.58
Sponsorship expenses	-	849.60
DVD purchases	-	-
Speakers	-	30.00
Insurance (net)	1,005.38	945.02
Preservation and archival storage	-	-
Sundry expenses	1,745.90	310.40
Paypal charges	213.69	55.43
Time travel expenses	-	79.19
Calendar and card printing costs	627.43	513.46
Security expenses	647.38	469.66

£ 25,121.36

£ 10,868.73

SURPLUS FOR THE YEAR

£ 4,849.70

£ 4,859.95

VENTNOR AND DISTRICT LOCAL HISTORY SOCIETY

CHARITY NUMBER 286848

BALANCE SHEET

at 31 December 2021

FIXED ASSETS

Premises 17,500.00
Fixtures and fittings, exhibits, collections and contents 25,000.00
42,500.00

CURRENT ASSETS

Stock 5,130.62
Cash at bank and in hand 6,414.75
HSBC Reserve account 17,747.16
29,292.53

CURRENT LIABILITIES

Subscriptions received in advance 972.00

NET CURRENT ASSETS

28,320.53

TOTAL ASSETS

£ 70,820.53

Represented by:

ACCUMULATED FUND

Balance at 1 January 2021 65,970.83
Surplus for the year 4,849.70

Balance at 31 December 2021

£ 70,820.53

INDEPENDENT EXAMINERS REPORT TO THE TRUSTEES OF

VENTNOR AND DISTRICT LOCAL HISTORY SOCIETY

CHARITY NUMBER 286848

We report on the accounts of the Charity for the year ended 31 December 2021.

Respective Responsibilities of Trustees 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(2) of the Charities Act 2011, the 2011 Act) and that an independent examination is needed.

It is our responsibility to:

- examine the accounts (under Section 145(1)(a) of the 2011 Act);
- follow the procedures laid down in the General Directions given by the Charity Commissioners (under Section 145(5)(b) of the 2011 Act); and
- state whether particular matters have come to our attention.

Basis of Independent Examiners Report

Our examination was carried out in accordance with the General Directions given by the Charity Commissioners. 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 you as Trustees concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit, and consequently we do not express an audit opinion on the view given by the accounts.

Independent Examiners Statement

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

1. Which gives us reasonable cause to believe that in any material respect the requirements:
 - to keep accounting records in accordance with section 130 of the 2011 Act; and
 - to prepare accounts which accord with the accounting records and comply with the accounting requirements of the 2011 Act have not been met; or
2. to which, in our opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.

A H Cross & Co Limited
Chartered Certified Accountants
16 Quay Street
Newport
Isle of Wight
PO30 5BG

24 February 2022

VENTNOR AND DISTRICT LOCAL HISTORY SOCIETY

CHARITY NUMBER 286848

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