

HAYWARD HISTORY CENTRE, LINGFIELD

VIRTUAL ANNUAL MEETING

Monday 5th October 2020

AGENDA

1. Minutes of the Annual Meeting on 7th October 2019

2. Hon. Chairman's Report

3. Hon. Treasurer's Report

4. Archiving Report

5. Officers and Committee

Jeremy Clarke (Chairman), Bill Stevenson (Secretary), Michael Chappell (Treasurer), Stephonie Clark (Felbridge History Group), Sue Quelch (RH7 History Group) and Rita Russell (East Surrey Family History Society).

Attachment – Annual Accounts

**Minutes of the Annual Meeting of Hayward History Centre, Lingfield
held Lingfield & Dormansland Community Centre, Lingfield
Monday 7th October 2019**

The meeting began at 7.30pm

1. Jeremy Clarke, the Chairman, welcomed everyone to the meeting.

2. Apologies for absence

None

3. Minutes of the Annual Meeting 8th October 2018

The Minutes of last year's meeting had been circulated. Stephonie Clarke proposed that the Minutes be approved, seconded by Sue Quelch. There being no objections, the Minutes were duly signed.

4. Matters Arising

None

5. Hon. Chairman's Report

I am sorry to report that Janet Bateson died in March this year, Janet was one of the group that helped form the Hayward History Centre and had been the Chairman and Secretary of our Committee over the years. She researched local history and assisted the funding of the History Centre by donating the proceeds from the talks that she gave. She is sadly missed.

On a lighter note, I am pleased to announce that we had a very good open day in June coinciding with the Church Fair. We were also present at the Library Open Day and the College of St. Barnabas Heritage Day in September which went very well. The cataloguing project is currently working through the large volume of Janet's research documents which were donated by John Bateson. During the year we received a donation from Jean Drew of the original 1720's Magnus Deo map, the map has been loaned to Surrey History Centre for conservation and preservation, but we now have a high-resolution digital copy in the archive. We have also received other donations, and always welcome donations of documents of local interest.

The Committee is responsible for developing and promoting the Hayward History Centre as an archive of items of local interest that the public can access. Peter Ashby stepped down from the Committee this year, so we have a vacancy. We only meet quarterly for about an hour on a Thursday morning so if you are interested in joining us, then please let us know.

I would like to thank all of our Committee members and the volunteers who attend the archiving and cataloguing sessions that maintain our archive. In particular I want to thank Bill Stevenson our Secretary and the person in charge of the archiving and cataloguing sessions, Mike Chappell our treasurer and Sue Quelch who inputs our

catalogue into the Surrey History Centre database so that it can be accessed on Exploring Surrey's Past.

6. Hon Treasurer's Report

The accounts have been examined and approved by Mr. Eiloart and thanks to him for doing this.

Our income was down compared with the previous year, mainly because most of the remaining "Then & Now" books were sold in 2017/18. Our expenditure was also down, limited to the cost of the Annual Meeting and some archiving materials. The end result is that, in round figures, the amount we have in the bank is just over £150 down making a total of £1792.30.

Bill Stevenson proposed that the Financial Statement for 2018/2019 be approved; seconded by Rita Russell.

7. Officers and Committee

Jeremy Clarke will continue as Chairman. Bill Stevenson will continue as Secretary. Other members of the committee for 2019/2020 will be Michael Chappell (Treasurer); Stephonie Clarke (Felbridge History Group); Sue Quelch (RH7 History Group); Rita Russell (East Surrey Family History Society). We will seek someone to replace Peter Ashby.

There being no other business the meeting closed at 7.35pm

The meeting was followed by the 18th Peter Gray Lecture:

Knole Unlocked

Delivered by Nathalie Cohen, the National Trust Regional Archaeologist during Knole House's recent multi-million pound building and conservation project.

Signed:

Dated:

Hon. Chairman's Report

In these unprecedented times and with the current legal restrictions, we decided that it would not be feasible to hold our AGM and the Peter Gray Memorial Lecture this year. We have rescheduled the fascinating talk on Alms Houses to October 2021 and hope to see as many people there as possible.

Early in the year, additional shelving was installed in the attic of the Guest House to provide more organised storage for part of the archive. The Guest House closed for a considerable period, but it has now reopened with restricted times. During the closure we were unable to continue the archiving and cataloguing that maintains our archive; but I want to especially thank Bill Stevenson, our Secretary and the person in charge of the archiving and cataloguing sessions, who identified safe ways of working to restart the archiving sessions in September. This restored a small sense of 'normality' for the volunteers who enjoy helping at these sessions.

I would like to thank all of our Committee members and the volunteers who attend the archiving and cataloguing sessions. In particular I want to thank Bill Stevenson our Secretary, Mike Chappell our treasurer and Sue Quelch who inputs our catalogue into the Surrey History Centre database so that it can be accessed by a wider public on Exploring Surrey's Past. Please keep yourselves and those around you safe and look forward to when we will be able to return to a greater sense of normality.

Hayward Treasurer's report

I have completed the accounts for the 2019/20 but they have not been examined as I did not feel it was correct to visit Mr Eiloart due to Coronavirus.

Income was £15 from the sale of books and expenditure £185.17. There are two main items in the expenditure, £98.99 for the AGM and £76.18 for some shelving.

The balance in the bank of £1622.13 has been unaltered for several months and I am not aware of any proposed expenditure.

Archiving Report

The Lockdown in March severely restricted the amount of archiving we were able to carry out in the last year but, thankfully we were able to re-start with a session in late September. We completed the archiving of Janet Bateson's files just before lockdown and have now received some boxes of files belonging to Felicity Pool. We have installed additional filing units in the attic, which will allow us better structure our filing system. At our September session we commenced an audit of the archives to ensure that we have correctly recorded where item is located. I would like to thank Sue Quelch, Sue Macdonald, Rosemary and Mick Bridger, Margaret Ward, Rita Russell, Alan Orbell and Mike Chappell for assisting with archiving during the year.

Hayward History Centre, Lingfield

Financial Statement for the period 1st August 2019 to 31st July 2020

	<u>Income</u>			<u>Expenditure</u>	
	<u>2018/19</u>	<u>2019/20</u>		<u>2018/19</u>	<u>2019/20</u>
Talks/Lectures	30.00	-----	AGM Hall Hire	67.50	30.00
Lingfield Explored/Other Books	60.20	10.00	AGM Speaker	50.00	50.00
Photocopying	9.00	-----	AGM Photocopying/Leaflets	-----	18.99
Then & Now Books	55.00	5.00	Felbridge History group	10.00	10.00
Donation	1.50	-----	Storeage Materials/CDs	54.85	-----
	-----	-----	Achiving Materials	99.31	-----
	-----	-----	Ford Manor Map	35.50	-----
	-----	-----	Shelving	-----	<u>76.18</u>
Total	<u>155.70</u>	<u>15.00</u>	Total	<u>317.16</u>	<u>185.17</u>

Bank Reconciliation

Balance at 01/08/2019	1792.30
Add Income	<u>15.00</u>
	1807.30
Deduct Expenditure	<u>185.17</u>
Balance at 31/07 20	1622.13