



AGM of ROWLANDS CASTLE HERITAGE CENTRE
Tuesday 15th November 2018 in Parish Hall at 19.00

Trustees Present: Alan Drinkwater AD, Alan Evers AE, Ania Shawcross AS, Sandra Hodgetts SH, Prue Amner PA

In Attendance Interim Treasurer Joan Drinkwater

Apologies: Paul Griffiths PG, Kevin Connell KC, Rodney Duggua RD,

Item	Subject	Action
1	<p>Welcome AD welcomed the 9 residents to the AGM and introduced the Trustees.</p>	
2	<p>Election of Officers AD took the chair for the formal election of the officers for the Trust. The following were all formally elected as Trustees and officers:- Chair – Alan Evers Secretary – Prue Amner Treasurer – to be confirmed Vice Chair – Ania Shawcross. Interim Treasurer - Joan Drinkwater (non-trustee) Two further Trustees with relevant skills will be sought. AE took the chair</p>	
3	<p>Formal approval of Chairman’s report AD had presented his Chairman’s report already at the earlier Open Forum which was now formally approved. He reported that all Trust documents are available on the RCHC website.</p>	
4	<p>Treasurer’s Financial Statement and Accounts JD had presented the statement of accounts at the earlier Open Forum. The current bank balance is £2503.46 with petty cash of £97.85 giving a total of £2601.31 The Income & Expenditure Statement, the Interim Treasurer’s report and the Examiner’s Statement were all formally approved. Martin Cornish, Accountant, was thanked for examining the RCHC accounts and Joan Drinkwater was thanked for her report.</p>	
5	<p>Business Plan The Business Plan is now complemented by an action plan, which includes progress to date. Both were noted. The Trustees will be reviewing the Business Plan at their next Board meeting.</p>	
6	<p>Reports from the Working Groups, already presented at the earlier Open Forum together with associated comments, were noted:</p>	

	<ul style="list-style-type: none"> • The Management Working Group is the principal means of conducting RCHC business. It has met most months and circulated its agendas and minutes to Trustees. The Management Working Group currently has six members, and two further volunteers will be sought. • The Model Railway Group has met as necessary and supervises staffing and interpretation of the Model Railway while on display at Stansted House. The model will be on display there again in 2019. Malcolm Smith was thanked for coordinating the attendants' rota. Tod Sloan and Fred Smith are both thanked for servicing the track and rolling stock. • A Funding Group will be formed to develop a programme for events and grant funding to address both anticipated revenue and capital requirements • The Website Group report is noted and future proposals will be developed for the next Trustee Meeting. • Music Evening: Trustees appreciate Gordon Charlesworth's initiative to organise a musical evening to help funding, and look forward to attending. 	
7	Date of next meeting The next meeting of Trustees will take place in March 2019	
	Meeting closed at 19.55 followed by an Open Forum and refreshments	

SignedChairman Date.....