



**INAUGURAL AGM of ROWLANDS CASTLE HERITAGE CENTRE  
Tuesday 7<sup>th</sup> November 2017 in Parish Hall at 19.00**

**Trustees Present:** Alan Drinkwater AD, Kevin Connell KC, Sandra Hodgetts SH, Alan Evers AE, Rodney Duggua RD, Prue Amner PA

**Apologies:** Paul Griffiths PG

Item	Subject	Action								
1	<p><b>Welcome</b></p> <p>AD welcomed the 16 residents to the AGM and introduced the Trustees.</p>									
2	<p><b>Election of Officers</b></p> <p>Fiona Charlesworth [Chair of RCA] took the chair for the formal election of the officers for the Trust. The following were all <b>formally elected</b> as Trustees and officers:-</p> <table style="width: 100%; border: none;"> <tr> <td style="width: 30%;">Chairperson</td> <td>Alan Drinkwater</td> </tr> <tr> <td>Vice Chairperson</td> <td>Kevin Connell</td> </tr> <tr> <td>Secretary</td> <td>Prue Amner</td> </tr> <tr> <td>Treasurer</td> <td>Sandra Hodgetts.</td> </tr> </table> <p>Alan Evers, Rodney Duggua and Paul Griffiths were also formally elected as Trustees.</p> <p>AD took the chair</p>	Chairperson	Alan Drinkwater	Vice Chairperson	Kevin Connell	Secretary	Prue Amner	Treasurer	Sandra Hodgetts.	
Chairperson	Alan Drinkwater									
Vice Chairperson	Kevin Connell									
Secretary	Prue Amner									
Treasurer	Sandra Hodgetts.									
3	<p><b>Formal approval of Constitution &amp; Registration as a Charity</b></p> <p>AD formally presented the constitution as agreed by the Charity Commissioners and reported that the Trust was approved as a registered charity. The constitution was <b>formally approved</b>.</p> <p>He had presented his Chairman's report already at the earlier Open Forum which was now <b>formally approved</b>.</p> <p>He explained the aim of the Trust:-</p> <p><i>The object of Rowlands Castle Heritage Centre is to establish and maintain a museum in Rowlands Castle in order to advance the education of the public in the history and heritage of the village, its former inhabitants and the surrounding area.</i></p>									

	He reported that all these documents are available on the RCHC website.	
4	<p><b>Treasurer's Financial Statement and Accounts</b> SH presented and explained the accounts which have been signed by an authorised examiner. The current bank balance is £1769.04</p> <p><b>These were formally agreed.</b></p>	
5	<p><b>Business Plan</b> AD explained that the Business Plan was in an embryonic stage of development. He briefly described the contents to include:-</p> <ul style="list-style-type: none"> <li>● Display Model Railway</li> <li>● Website Development</li> <li>● Space/Location</li> <li>● Archive</li> <li>● Research (extend archive &amp; articles)</li> </ul> <p>The Trustees will be developing the Business Plan for their next meeting.</p>	
6	<p><b>Reports from the Working Groups</b> AD explained that the Working Group were having discussions with South Western Railway about the possible use of the Railway Station as a visitor's centre. Further discussions are underway with Stanstead Park about the display of the model railway again in 2018.</p>	
7	<p><b>Proposal for Working Groups of the Trustees</b> The Trustees will meet at least 3 times each year. Much of the Trusts operations will take place in working groups.</p> <p>AD presented the proposals for these working groups now the Trustees are in place. The proposed groups are:-</p> <ul style="list-style-type: none"> <li>● <b>Management Group</b> [previously Working Group] who will meet monthly and have delegated powers to spend up to £500. AD, KC, SH, PA ,AE and Malcolm Smith MS</li> <li>● <b>Model Railway Group</b> who will meet as necessary often virtually. MS,KC, AE, Gordon Charlesworth, volunteer TS</li> <li>● <b>Website Group</b> who will meet as necessary often virtually. PA, AD, Graham Dale, Rachael Robinson</li> <li>● <b>Location Group</b> who will meet as necessary often virtually. AD, AE, RD</li> <li>● <b>Trustee Development Group</b> who will cover Business Plan; accredited museum strategy; trustee liability insurance etc.. AD, KC, RD, PG, SH</li> <li>● <b>Archive Development Group</b> who will meet as necessary often virtually. AD, PA, Mike Ridge</li> <li>● <b>Funding Development Group</b> AD, SH, AE</li> </ul> <p><b>These groups were all agreed with their proposed members.</b></p>	

8	<b>Date of next meeting</b> TBA in March 2018	
	<b>Meeting closed at 19.55 followed by an Open Forum and refreshments</b>	

Signed .....Chairman  
Date.....