



### **ANNUAL GENERAL MEETING**

**The Annual General Meeting of the Hampshire Archives Trust will be held on Saturday 28 October 2023 in the Kincaid Room of the Royal Green Jackets Museum, Peninsula Barracks, Romsey Road, Winchester SO23 8TS at 2.00pm**

Please book to attend by completing booking form (last page of these papers) or by e mail to secretary or posting the form to above address.

If you cannot attend but wish to vote then a voting paper is included with these papers, please return either by e mail to the secretary ([secretary@hampshirearchivestrust.co.uk](mailto:secretary@hampshirearchivestrust.co.uk)) or by post to the address to be received by 15 October

#### **AGENDA**

1. Welcome
2. Apologies for absence
3. Minutes of the meeting of 22 October 2022
4. Matters arising
5. Chairman's Annual Report and Annual Return, **2022-23** (presented by HAT Chairman David Livermore, with Treasurer David Canniford commenting on accounts) the annual return includes an account of activities and finances and it is presented to the meeting - recommending it be agreed and be submitted to the Charity Commission.  
A summary of the return is with these papers, a hard copy of the full return can be obtained from the secretary on request or at the AGM, and can also be found on HAT's website.  
<https://hampshirearchivestrust.co.uk/wp-content/uploads/2023/08/accounts-agreed-by-Board.pdf>
6. Elections; Members are asked to vote to elect new trustees  
Any further nominations for any of the above roles, proposed and seconded and with the consent of the person nominated, should be sent in writing to the Secretary by post or by e mail by 14 October. The nomination form is attached.
7. Appointment of Independent Examiner: Martin & Co
8. Grants – the Trust has awarded a number of grants since the last AGM which are outlined in this report
9. Any other business
10. Short talk – HAT's schools competition
11. Vote of thanks

**To be followed by tea and a tour of the Museum**

## **Item 3 Minutes of the 36<sup>th</sup> Annual General Meeting of Hampshire Archives Trust**

Held at 2.00pm, the Hampshire Record Office, Winchester on Saturday 22 October 2022

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**The meeting was attended by the Trust's Chairman, David Livermore, and 30 other members.**

### **1. Welcome.**

**1.1 The Chair** was taken by the Trust's Chairman, David Livermore, who welcomed members to the meeting.

**1.2 The Chairman** thanked Hampshire Record Office for allowing the Trust to hold their AGM at the Office and allowing us to use their theatre.

**1.3 In particular**, the Chairman thanked Sarah Lewin, (HRO's Information and Collections Manager) who had agreed to present an illustrated talk about some of the HAT-funded projects at HRO.

**1.4 The Chairman** also noted it was good to be back after the pandemic restrictions.

**Apologies for absence** were received from:-

**2.1 Our President** Nigel Atkinson, Charlotte Bailey, Mark Barton, Sue Bell, Alistair Dougall, Lady Mary Fagan, Brigadier Harrison, Janet Hurrell, Roger Ottewill, Mrs Price, Ms Rushton, Dr & Mrs Wood.

**2.2 Two voting** papers were received prior to the meeting from Sue Bell and Brigadier Harrison who both recorded their agreement to the votes to be cast.

**3. The Minutes** of the meeting of 23 October 2021 were confirmed.

**4. Matters arising.** There were no issues raised.

### **5. CHAIRMAN'S ANNUAL REPORT AND ANNUAL RETURN.**

**5.1 The Annual report was presented verbally by the Chairman. A copy of the report was provided for entering into these minutes as follows:** "Dear Fellow Members.

*I am delighted to welcome you, as always, to this the 36<sup>th</sup> Annual General Meeting of the Hampshire Archives Trust and to thank the Hampshire Record Office for hosting us today.*

*First the apologies and, most important, from our President, the Lord Lieutenant, Nigel Atkinson. We are so fortunate to have Nigel as our President, as he is very committed and has been of great assistance in many ways. The downside is that there are many calls on his time – last year it was a Royal visit and this year our AGM unfortunately clashes with Trafalgar celebrations in Portsmouth. Nonetheless I would like formally to express our thanks to him for all his support to the Trust.*

*As I said in my Report last year, the conservation and preservation of historical records has never been more important than today. In the face of the 'cancel culture' and sadly blatant attempts to rewrite history to suit radical revisionism, clearly the maintenance of accurate historical records has never been more important. I am sad to say there does not appear to be any diminution of that particular pressure, which makes it all the more important for us to ensure that the hard evidence is properly preserved to underwrite a fact-base narrative. Paradoxically, on the positive side, there has been an ever-growing interest from the public in terms of the history of families, houses, villages and organisations, both military and civil.*

*As I also reported in in last year's Report, we have maintained the pattern of using Zoom for our Board and committee meetings, as well as all manner of ad hoc business meetings and interviews. What began as a necessity under Covid restrictions, has proved a more efficient way for us to meet and conduct our affairs.*

*Your Trust continues its progress towards becoming a more effective champion of our cause. The focus this year has been the transition to the new website, with its greater flexibility and accessibility than before, and building on the successful social media platform piloted last year by appointing a social media fellow, Dr Daniella Gonzales, to develop and implement a digital engagement programme to attract wider audiences and particularly the young. This programme consists of podcasts from academics and local historians, webinars and news stories. All of this is in addition to the quality newsletters and supplementary electronic newsletters produced by our redoubtable editor, David Rymill. David is a full-time archivist within the HRO but generously produces our newsletters in his own time. We cannot thank him enough.*

*Last year your Trust took part in Local and Community History month co-ordinated by the British Association for Local History with two on-line talks from Professor Chris Woolgar about Southampton people in 1250 and by me about the history of Fairey Aviation. We also ran a series of 15 on-line lectures called "Hands on History 2021 with the Hampshire Field Club and had 5 articles accepted for publication by the local press about local history stories and particularly about our grants programme*

Your Trust's Grant Programme for 2021/22 comprised 7 grants amounting to a total of £18,300 and ranged from our usual support for village histories, such as £500 to Steep History Group and £3500 the Ropley History Network, to the more contemporary example of 'living history' with £7249 for a project called FWordz, collecting oral history from diverse ethnic backgrounds on their experience of discrimination. We were also able to support the Bishop Waltham Area Local History Group to purchase additional equipment to support the growth and improved professionalism of their history standards. We were particularly pleased to grant £1500 to the Milford-on-Sea Historical Record Society for their proposed 'Local History Lives', to make all their research data more readily available to the public, with particular focus on disabled people and those with travel difficulties. Finally, we were pleased to support the Hampshire Record Office itself with £3700 for a project 'Back to Nature', exploring Hampshire's rich natural heritage through the medium of the archives, and a further £300 for an emergency purchase at auction of the Russell account book and will of 1799. Overall, we were pleased with the quality, worthiness and range of the applications but frankly were somewhat disappointed with the number raised.

I am pleased to report that we were able last year to restart our events programme as the Covid restrictions were relaxed but not to the full extent of previous years. However, there was a walking tour of Crawley on the 18<sup>th</sup> July and, of course, you will recall that we held our AGM in Winchester College with a talk about, and a visit to, the College's remarkable archives. I would like to pay a special tribute to pay tribute to our two trustees, who have organised the HAT events, Dick Treglown and Sue Chopping. They have given so much pleasure to members over the years with the quality and variety of their programmes and it is with great sadness that I have to announce that Dick at this meeting will be stepping down from the Board, Thank you so much, Dick, for all the effort and creativity that you and Sue have brought to the programme. I pleased to say that Sue will continue to support the programme.

In financial terms, as of the 31<sup>st</sup> March the final balance was £219,938, of which £81,966 was unrestricted. This compares with £229,000 for the previous year. I will call upon our Honorary Treasurer, David Canniford, to cover this in detail for you. The treasurer took us through the financial section of the annual return.

Finally, as Chairman I would like to express my sincere thanks to all my fellow trustees for their support over the past year. I am sure that the others will forgive me, if I single out particularly Sue Woolgar, our wonderful Secretary, who literally holds the whole Trust together and also Charlotte Bailey, our Deputy Chairman, for her painstaking management of the Membership. I would add David Spurling to that list, for his advice and guidance for the development of our website. Sadly I must report that two of our trustees, Barry Shurlock and Dr Cheryl Butler, stepped down from the Trust and I would like to thank them both for their considerable contributions. In turn we were delighted to welcome to new trustees, Andrew Burcher and Alistair Dougall, who have already made significant contributions to our activities. Above all, may I give a heartfelt thank you to all our members for supporting the Trust so loyally. Thank you."

## **5.2 Achievement and performance**

At item 5 of the Agenda, there included a report titled 'Achievement and Performance - Charitable Activities' which is repeated below in full.

### **"Hampshire Archives Trust Trustees' Report for the year ended 31<sup>st</sup> March 2022. ACHIEVEMENT AND PERFORMANCE Charitable activities**

There has been a great emphasis over the last 3-4 years to reshaping the Trust to ensure it is better equipped to fulfil its objectives and deliver public benefit. This, together with sustaining an efficient and effective trust, will be a constant objective and work in 2021-2022 has included:

- a selection process to appoint a website provider when the existing contract ended May 2021,
- co-opting in May 2021 2 new trustees with needed skills, with subsequent confirmation and election at the October AGM,
- extending the agreement with our current social media provider which ended March 2022,
- appointing our own dedicated social media research fellow to be paid by stipend (who will run all social media for HAT) - in place 1 February 2022,
- agreeing a communications strategy, the website being at the forefront,
- agreeing to re-brand (including a new logo) and replace the existing website with a more vibrant and accessible version, one which will allow Trustees to input material themselves - project late March 2022. To be followed by a soft launch in 2022,
- agreeing a project to encourage younger members based around a local history competition - due to launch late Spring 2022 and award prizes Spring 2023
- On line talks HAT took part in Local and Community History month co-ordinated by British Association for local history by running 2 on line talks in May 2021. On 11 May Prof Chris Woolgar spoke about Southampton's people and their possessions 1250-1500 and on 18 May David Livermore spoke about the history of Fairey Aviation.
- The following online series of talks called "Hands on History 2021" were run with Hampshire Field Club:
  - 27 April 2021 the VCH way parish histories speaker Jean Morrin
  - 25 May 2021 Today's history for tomorrow - keeping modern records speaker Roger Palmer
  - 29 June 2021 Making local history films speaker Tom Young

- 28 September 2021 Digital publishing Part one From research to page Speakers Heather Needham, setting the scene Sam Butcher, HCT Researching and using still images Martin Coppen From text and pictures to page As recording only live edit masterclass
- 26 October 2021 Digital Publishing Part two 26 October from page to product Speakers Roger Ottewill Moving on from conventional print John Owen Smith Publishing on demand from digital files Zoe Viney Film and Sound a local history treasure
- 30 November 2021- researching newspapers for local history speaker Nick Saunders Each talk attracted c.40-50 participants, with one reaching 99
- **Newsletters** Every member gets the 2 printed newsletters and members who have given their email contacts receive a further 2 electronic e-chat newsletters.
- **Publicity**  
HAT has had some 45 articles accepted for publication by local press including local history articles, and about grants awarded
- **Grants programme**  
There were 7 Grants awarded in 2021 to 2022 together amounting to £18,306 July 2021 Trustees agreed the following awards for a diverse range of projects;
  - £3500 to Ropley History network and archives for the publication of a book about Four Marks enclosures by Chris Heal (this was published October 2021 as Ropley's legacy),
  - £1557 to Bishops Waltham Area Local History Group to purchase of additional equipment to support enlargement of group using volunteers and ensure professional oral history standards - £7249 to a project called Word collecting oral history from diverse ethnic background looking at their experience of discrimination and so on. The material collection would inform a series of performances. The project was conceived by Sam Gilroy who had already secured the majority of the funding needed from the Arts Council.
  - A small grant of £500 to Steep History Group to publish a social history booklet on the people, families and building of Steep.
  - £300 to Hampshire Archives for the purchase of a document at auction Russell account book and will 1799 /of Goldings Basingstoke) - £3700 to Hampshire archives for a project called Back to nature -exploring Hants natural heritage through archives -£1500 awarded to Milford on Sea Historical Record Society for their project 'Local History Lives' This project is also supported by NHLF. Its aim is to make it easy to find research and source material on Milford On Sea on their website-through articles, name directories and parish registers- when they want and in a way sympathetic to their needs for example in formats suitable for those with visual impairment or who have difficulty travelling.
  - Of these and grants previously awarded there continues to be some delay but many continue on course. A table listing grants awarded since 2019 together with their status is available on request Events - there was a tentative return to face-to-face events with a
    - - walking tour of Crawley 18 July
    - - AGM at Winchester College 23 October
- **Volunteer input** has been much restricted due to covid, although all the online talks have been provided by volunteers.
- **All trustees** have signed a declaration that trustees have had regard to the guidance issued by the Charity Commission on public benefit) on becoming a Trustee, so Alistair Dougall and Andrew Burcher did so April 2021 when co-opted, and all other trustees did so July 2020 (Martins advise only new Trustees or when declaration changed by CC need to be re-sworn. HAT will ensure re-elected Trustees sign again at their appointment).
- The Trust offers continued support for Hampshire's archives services (especially as a key stakeholder of HRO) both in general and as grant awarding body The Trust continues support of archive preservation through accessions offered by members to repositories and through its grant programmes The Trust supports VCH activity - opening up the county's archives; volunteer engagement with research; publishing; fundraising; etc The Trust offers other volunteer opportunities for example in the preparation and mailing out of its newsletter, videoing for its new social media venture and online talks.
- **5.3 At the invitation of the Chairman, David Canniford, Hon. Treasurer, provided a verbal commentary to the annual accounts.**  
A written copy of the commentary was provided for entering into these minutes as follows:  
Balance Sheet (Page 8)

Total funds as at 31 March 2022 totalled 219,938 a reduction of 9,813 (page 7).

Breakdown of this reduction in funds.

Income totalled 14,278, (Page 10)

Expenditure 38,187 Newsletter costs 3,396 Page 18/19)

Grants 15,606 Aspace did not take up 3,200 previously awarded was written back in the accounts.

Support Costs 16,446 (Page 12) Increase of 6,000 on previous year primarily on Website and social media.

Audit cost 1,440 remained the same.

Gain on Investment 14,096 which partly goes against the losses incurred in 2019.

My Thanks to Sue Woolgar for her help during the year.

Thanks to Martin & Co for work on preparing the accounts and audit.

5.4 **Sue Woolgar, Secretary to the Trust, consulted with the Chairman** that the meeting be asked for approval that a slight alteration be made to the accounts "Not Milford".

1 Approval was so given, unanimously

5.5 **Attendees were asked by the Chairman** to approve the annual return for submission to the Charity Commissioner.

2 Approval for the submission of the annual return to the Charity Commissioner was given, unanimously, with all hands raised.

## 6 ELECTION OF PRESIDENT, VICE PRESIDENT AND TRUSTEES.

6.1 **Members were** asked to agree to a new four-year appointments of:-Our President Nigel Atkinson, and the re-election of three current Vice-Presidents:- Earl of Carnarvon, Earl of Malmesbury, and Lady Mary Fagan.

6.2 **Two of** our Vice-Presidents have retired from their offices:- Rt. Revd Tim Dakin, former Bishop of Winchester. Rt Revd Debbie Sellin is now the acting Bishop of Winchester and has agreed to stand. Rt. Christopher Foster has retired as the Bishop of Portsmouth and his successor Rt Revd Dr Jonathan Frost has agreed to stand. Members were asked to agree to new four-year appointments of both Rt Revd Debbie Sellin and Rt Revd Christopher Foster.

6.3 **The Chairman** asked the attendees to respond to both requests described above at 6.1 and 6.2.

6.3.1 The attendees agreed unanimously, with all hands raised.

6.4 **The Chairman** announced that **Dick Treglown** had stepped down as a Trustee but will continue as a member of the events team. The Chairman asked for a Vote of Thanks in appreciation of all of Dick's past work.

6.4.1 Attendees heartily supported the Vote of Thanks unanimously with all hands raised.

6.5 **Trustee Michael J Woodhall** agreed to stand for a further four-year term.

6.5.1 Michael J Woodhall was elected unanimously for a further four-year term.

6.6 **There were** no further nominations for Trustees.

## 7 APPOINTMENT OF INDEPENDENT EXAMINER:

7.1 **Martin & Co** were recommended to continue as auditors.

7.2 **The Chairman** asked the attendees to approve this appointment.

7.2.1 The appointment of **Martin & Co** was unanimously agreed, with all hands raised.

## 8 GRANTS.

**Sue Woolgar, Secretary to the Trust,** presented an update on the grants awarded since the last AGM.

8.1 **A summary** of the Grants had been included in the day's papers which reported on each project and gave details of progress.

8.2 **Noted progress** that HAT has made since AGM 2018. HAT has now provided funding for forty projects at a cost of £121,000, and this increases each year.

8.3 **All awards** and projects appear on HAT's website and in the newsletters.

8.4 **The annual** return lists all grants made in the 2021-22 financial year.

8.5 **The Secretary** explained that a short video would be showed at this AGM, including details of some grants plus earlier projects to which grants were made.

8.6 **Awards made since the last AGM.**

8.7 **HAT** is keen to encourage access, preservation and engagement.

- **HAT has** in the last 12 months awarded £22,300 for nine projects which all deliver one or more of these aims.
- **The Secretary** urged Attendees to see more about them on the website particularly mentioned:-  
-**The purchase** of the Russell document for Goldings at Basingstoke, which keeps it in the county.

*-The cataloguing project to identify and highlight archives held at HRO about the natural environment. The Secretary explained that the Attendees will hear more about these and other HAT funded projects from Sarah Lewin after the business meeting.*

*-Supporting important conservation work on the Crosthwaite Eyre collection held at New Forest Heritage Trusts.*

*-A forgotten local significant novelist Charlotte Yonge is being remembered in a series of events for her bicentenary, and HAT is supporting a new publication about her.*

- *The Secretary noted due diligence is carried out on all grants, and so far highly successful. All awards paid over have been delivered either on deadline (or on an agreed deferred date, usually because of the disruptions caused by the COVID Pandemic).*
- *The Secretary explained that 'hot off the press' a recent grant to Fordingbridge History Society was made for their publication about the Fordingbridge union workhouse. This is coming to fruition and they are launching the book on 14 Nov 2022.*

**8.8 The next deadline** for grants is the end of December and it should prove another important crop of projects.

**8.9 The Secretary** reminded the attendees that HAT members do and should bring its grants programme to the attention of anyone who might like to join or, as a group, make an application, describing members as the eyes and ears for new projects.

**The Chairman** thanked **the Secretary** for her report and asked that he should like to add that he did publish a podcast about his research in his own village, encouraging all members to consider it and to remember that HAT is also able to give both advice and guidance.

## **9 ANY OTHER BUSINESS**

**9.1 Michael Woodall** praised the grants made in the period but, noting the devaluation of investments of the trust, emphasised both the importance and need for donations and legacies.

**9.2 Crawford Wright** (Swanmore) asked for a list of speakers from HAT and, there then followed a discussion about losing historical school photographs and the importance of their preservation. The attendees were told that Hampshire CC have a direction about what to do. The Chairman agreed that **Crawford Wright** raised an excellent point which will be noted for follow-up.

## **VOTE OF THANKS.**

**Professor Chris Woolgar** proposed a vote of thanks to the Trustees for all their work running and developing HAT in the year and this received approval from the attendees.

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## **Present**

*Sheila Allen, Valerie Boddy, Andrew Burcher, David Canniford, Sylvia Crocker, Cllr Tim Davies, Alison Deveson, Alan Drinkwater, Jude Feeny, Robert Hughes, Canon Peggy Jackson, Sally Kavanagh, Sarah Lewin, David Livermore, Graham Mist, Rosemary Mist, Carol Orchard, Jane Painter, David Rymill, Trish Simpson Davis, David Spurling, Anne Thick, Gordon Thick, Dick Treglown, Sue Treglown, Elisabeth Wicks, Michael Woodhall, Sue Woolgar, Chris Woolgar, Crawford Wright and Frank Wright.*

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## **The general meeting was followed by:-**

- *A brief interlude for refreshments, and*
- *a film featuring grant recipients talking about their projects and application process, and*
- *Sarah Lewin (HRO's Information and Collections Manager) giving entertaining and informative illustrated talk about the various cataloguing grant projects financed by HAT.*

**The Chairman** thanked Sarah Lewin for a most entertaining talk and attendees also expressed their appreciation.

**In closing the Chairman** thanked the attendees for attending the AGM and supporting HAT.

**28 October 2023**

**The Annual Return to the Charity Commissioners for 2022-23**

Report authors: Sue Woolgar and David Canniford

## **1. Introduction**

1.1 The Annual Return is put to the AGM for approval before it is submitted to the Charity Commissioners

1.2 It has been to the Board of Trustees on 18 July 2023 and approved

## **2. The Annual Return**

2.1 The annual return is a statement of objectives and activities, followed by a statement of accounts

2.2 The return is somewhat lengthy and can be found in its entirety on HAT's website, full copies will be available at the AGM.

2.3 The statement of activities and the financial of accounts that follow are extracts from the full account see <https://hampshirearchivestrust.co.uk/wp-content/uploads/2023/08/accounts-agreed-by-Board.pdf> . The extract is 3 pages and consists of a summary of income and expenditure in the year and the closing position at the year-end shown in the balance sheet

## **3. Recommendations**

Members will be asked at the meeting to approve the submission to the Charity Commissioner

**Extracts from annual return – objectives and activities, and financial activities**

### **OBJECTIVES AND AIMS**

The objectives of the charity are to promote the conservation and preservation of archives for the benefit of the public and to advance public education on matters connected with archives. The archives include records reflecting the history, life, economy and activities of Hampshire and its people whatever their media, including photographs, film, tape and machine readable records as well as traditional materials such as paper and parchment.

### **CHARITABLE ACTIVITIES**

There has been a great emphasis over the last 3-4 years to reshaping the Trust to ensure it is better equipped to fulfil its objectives and deliver public benefit. This, together with sustaining an efficient and effective trust, will be a constant objective and work in 2022-2023 has included:

- Trustees training to post to website with a resultant saving in website running costs;
- Relaunch in October 2022 to invited guests to publicise the relevance of work of Trust and public benefit - HAT is grateful to a sponsor for funding this event;
- New banners and leaflets to publicise work of the Trust, HAT secured a sponsor for the artwork for the banners;
- New social media fellow has taken on all social media and webinar work and co-ordination with the website at the forefront;
- Agreed a project to encourage younger members based around a local history competition. Closing date for entries 3 March 2023 and award prizes Spring 2023.

### **HAT Annual General Meeting 22 October 2022**

At this meeting the election and re-election of our President and Vice Presidents was agreed unanimously by the

members. The term of office is 4 years and our President, and all but one of our Vice Presidents completed their term of office at this AGM. All have significant responsibilities for archives in the county and so their involvement in the Trust is really valued.

All those standing for re-election and election have a biography on the HAT website see <https://hampshirearchivestrust.co.uk/about-hampshire-archives-trust> under Our People.

Sarah Lewin, Information and Archives Manager, gave an illustrated talk about the importance of HAT funded projects at Hampshire Record Office, especially the cataloguing projects: highlighting the entertaining, informative and sometimes just plain unexpected stories that emerge. This fascinating talk showed us all the very good use the grants had been put to and emphasised that much of the material would not be available for use by the public but for HAT grants.

#### **NEW INITIATIVE - SCHOOLS COMPETITION**

The Hampshire Archives Trust held a brand-new History competition for students in Hampshire to encourage understanding and use of archives by young people. Projects on any aspect of history in Hampshire could be entered and win a cash prize for author (if entered as an individual) or the pupil's school or college (if entered as a class or as part of a group in school or college).

Entries submitted any time from 3 January 2023 to Friday 3rd March 2023. Prizes awarded 2023, judging March 2023, awards ratified by Trustees 17 April 2023. The awards went to:

- The Henry Beaufort school, Winchester, year 7-9 group prize for their power point on the history of the school;
- Moyles Court, Ringwood, year 10-11 group prize for creation of website 'Moyles Court through the ages' with year 7-9 students in the group receiving Highly commended certificates;
- A visually impaired pupil at Toynbee school won an individual prize year 7-9 for an essay on The Titanic.

It is intended to continue this as an annual competition

#### **SOCIAL MEDIA ACTIVITY**

The social media programme was agreed in the digital engagement plan approved by Trustees April 2022. In short this programme is now delivering a much wider range of activity than previously possible. The appointment of a dedicated social media fellow in February 2022 allows one person who can provide content and knowledge of this relatively new to HAT online area of activity.

It enables us to give additional benefits to members and the potential to attract new members and income. The blog and podcast programme started up in May and webinars or talks began in August. In terms of facebook, HAT has sent out 239 items, on instagram 46 items and on twitter 559. There has been a modest growth and they receive a modest number of likes. Excellent numbers, nevertheless, for profile visits and in the case of Twitter, the follower count is steadily rising. In particular, there has been an increase on Twitter mainly due to academics and university departments, who have shared content such as the blog, webinars, and education material.

**Blog:** May 2022-March 2023 saw 16 blogs added to website see

<https://hampshirearchivestrust.co.uk/category/stories/blog> which in total attracted 2816 views.

**Podcasts:** Podcasts are available on the Hampshire Archives Trust website, Podbean, and Spotify. 10 episodes have been released, and so far there have been 77 downloads see

<https://hampshirearchivestrust.co.uk/category/stories/podcast>.

**Webinars:** HAT has held the 7 webinars with 137 attending. This has been slow to build, initially held at the weekend there has been a significant rise in numbers after changing to a weekday evening. These are free for members but non-members pay a fee.

#### **WEBSITE**

In May 2022 HAT quietly launched its new website with distinctive new colours and new logo.

HAT had concluded it could make the website more accessible by re-designing it; adding some new features and also make the relationship with the social media activity work better. After nearly a year of operation the site attracts some 37,000 'hits' and performance can be summarised as:

- Website traffic appears to be on a steady and positive rise;
- The site is generally well explored and there is interest in new and fresh content;
- Real interest in the podcasts;
- Members are starting to use the website to join and renew through the site, though there have a few issues that have needed attention;
- Plenty of events are published on the website and the events page is one of the most frequented pages.

Certain Trustees have been trained during the year to upload material to the website, and are now doing so resulting in a reduction in running costs of over £100 per annum from April 2023.

#### **NEWSLETTERS**

HAT has also produced and circulated to all members 2 editions of the printed newsletter and 2 editions of the e chat newsletter.

#### **PUBLICITY**

HAT has had reduced impact on media but continues to publicise its activities through outreach and its website, especially about grants awarded, its grants programme and the schools competition

#### **GRANTS**

There were 8 Grants awarded in 2022 to 2023 together amounting to £26,979 ; main grants are decided in July and January and successful projects appear on the HAT website <https://hampshirearchivestrust.co.uk/grants> and in the HAT newsletter



## **July 2022**

- Charlotte Yonge fellowship's project 'Rediscovering Hampshire's overlooked author' was awarded £1680
- Gosport Society received an award of £500 towards 'Conservation and Heritage in Gosport. A joint illustrated book publication project between The History Press of Cheltenham and The Gosport Society'
- The forthcoming book (Easter 2023) will be the printed outcome of Project 18 (informed conservation publication) of the Heritage Action Zone (HAZ) programme of Historic England
- An application from Winchester Excavation Committee sought to make materials readily available to a wider audience was awarded a grant of £4200 towards a larger project to digitise back issues of Winchester Studies. These volumes will then be available on line free of charge from Archaeopress. HAT's grant will enable 4 volumes from the series to be made available in this way.
- New Forest Heritage Trust was awarded £10,000 for the conservation of the Crosthwaite Eyre conservation
- Fordingbridge History Society was awarded £500 for their publication 'A place of last resort'; about Fordingbridge workhouse

## **January 2023**

- £7500 awarded to Hampshire Record Office for their cataloguing project 'Basingstoke has history too' which will make documents spanning over 350 years dating from the mid-17th century to 2014 available for research and a staggering total of material in some 127 standard boxes, 1 volume box, 1 portfolio and 1 roll.
- The National Motor Museum Beaulieu was awarded £2,299 for their project 'Homes on wheels' which aims to bring the forgotten story of Winchester resident Bertram Hutchings (1886-1967), and his nationally significant caravan building business, back to the City and across Hampshire through a series of exhibitions in Summer 2023.
- Sadly one grant awarded in January 2019 has had to be withdrawn. The project to create a heritage centre in New Milton which HAT awarded £5266 for the display equipment has stalled. After 4 years there are still delays to building work and unfortunately no timescale is in place. The Town Council have been invited to reapply when the difficulties have been resolved, or when a new venue is secured with an achievable timescale.

**Events/visits** - there was an excellent return to group visits with these 5 venues

- 6 April 2022 Winchester College Archives, and Winchester Bindery
- 27 April 2022 Fordingbridge walking tour
- 11 May 2022 Bereleigh House
- 30 June Farnborough Air Sciences Trust Museum and then to St Michael's Abbey
- 12 July 2022 Wickham walking tour
- 13 Sept. 2022 Holywell House, Swanmore

Plus the AGM 22 October held at the Hampshire Record Office

## **OTHER SUPPORT FOR ARCHIVES**

The Trust offers continued support for Hampshire's archives services (especially as a key stakeholder of HRO) both in general and as grant awarding body.

The Trust continues support of archive preservation by directing potential depositors, either approaching via the website or in person, to appropriate Hampshire repositories and through its grant programmes.

The Trust supports VCH activity - opening up the county's archives; volunteer engagement with research; publishing; fundraising; etc.

The Trust offers volunteer opportunities for example in the preparation and mailing out of its newsletter, videoing and content for its new social media venture and support on visits.

## **DECISION MAKING**

The Trustees met 4 times during the year for Board meetings. In addition a number of sub committees were created for specific purposes meeting on some 14 further occasions. All except one meeting held on zoom:

- membership especially young people;
- schools competition;
- relaunch of HAT;
- communications;
- website re-design;
- social media appointment;
- website liaison;
- reviewing application for grants.

**28 October 2023**

**Election of Trustees**

Report author: Sue Woolgar, Secretary

## **1 Introduction**

- 1.1 The Trustees have been seeing to strengthen and widen the skills the Board has. New trustees have been sought with particular skills in marketing and events; respectively to raise HAT's profile and increase membership and to replace Sue and Dick Treglown who have retired from organising the visits programme. A minimum of 7 Trustees and a maximum of 19 Trustees must be appointed including a Chair, Vice-Chair, Treasurer and Secretary. The term of office is 4 years.
- 1.2 There are three nominees for election who have been co-opted by the Board and two Trustees who stand for re-election, all have been nominated and seconded and have given their consent to stand
- 1.3 Any other nominations received, duly proposed and seconded, will be announced at this meeting

## **2. New Trustees**

### **2.1 Barbara Gibson**

Barbara has spent her working life in business, initially in developing aircraft flight deck systems and later, in IT project delivery in the telecom industry. In retirement she is eager to explore other avenues and interests. She has a keen interest in her family history leading her to work with archived material that revealed exciting family history discoveries previously unknown to her, driving her to want to learn more about the past and share this knowledge with others. To support this passion, she is studying short online history Oxford University courses. Her business life has given her valuable transferable skills especially in terms of organisation, planning, building/managing stakeholder/customer relationships, and the use of IT.

### **2.2 Jayne Martin**

Jayne is an experienced marketing and business development professional with over 30 years of expertise in her field. Throughout her career, she has collaborated with a diverse range of organizations, including start-ups, private schools, family-owned businesses, and small to medium-sized companies. Her primary focus has been on crafting and executing effective marketing strategies to enhance brand awareness and achieve business objectives. Since 2017 she has worked as a freelance marketing consultant.

A 5 year career break in 2012 allowed her to fulfil a long held ambition by enrolling on a creative writing course which led to her winning the *Du Maurier Short Story Competition* for adult fiction. Jayne has a degree in History and Education and a Master's degree in Marketing. She is currently a volunteer for the National Trust at Petworth House. She grew up and was educated on the Isle of Wight.

### **2.3 Nick Shrimpton**

Following a corporate career spanning over 20 years helping law firms improve their client facing proposition, Nick now uses this expertise and experience to assist professional services and companies in Hampshire that don't need full-time marketing support.

Nick enjoys the variety of working with different business owners, providing and feeding off the energy of people building successful businesses and wanting to harness marketing as a means to achieve this end.

In 2015, with his wife Tracey, they set up Sixth Sense Marketing. They enjoy the challenge of being business owners and of flexible working patterns.

Nick lives in Botley, is an optimistic supporter of Liverpool FC; an improving cook and he says is someone who is happiest in the sunshine!

### **3. Re-election of current Trustees**

3.1 Both Charlotte Bailey (Vice Chairman and Membership Secretary) and Sue Woolgar (Secretary) complete their 4 year terms of office at this AGM. Each (as do all Trustees) has a short bio on the website <https://hampshirearchivestrust.co.uk/about-hampshire-archives-trust>. They have agreed to re-stand

### **4 Recommendation**

It is recommended that the Annual General Meeting elect and re-elect all named above

<b>Hampshire Archives Trust; Annual General Meeting</b>	<b>Item 7</b>
<b>28 October 2023</b>	
<b>Appointment of Independent Examiner</b>	

Report author: David Canniford, Treasurer and Trustee

### **1 Introduction**

1.1 The appointment of independent examiner or auditor of HAT's accounts is brought to the AGM each year for approval

1.2 Martin and Co of Winchester have served in this capacity for HAT for five years

### **2 The Independent Examiner**

2.1 The firm of accountants Martin and Co have considerable knowledge and experience of Charity accounts. They have been approached and agreed to continue to serve in this capacity

### **3 Recommendation**

It is recommended that the Annual General Meeting approve

3.1 The appointment of Martin and Co accountants as independent examiner

28 October 2023

Report on grants

Report author: Sue Woolgar

## 1. Introduction

1.1 The Trust receives small grant applications at any time during the year, and main grants 2 times a year with deadlines at 30 June and 31 December. Since the last AGM on 22 October 2022 the Trustees have awarded 3 small grants, 3 main grants and 1 emergency grant, £9554 has been awarded in all

1.2 The Trust set the financial limit on grants for 2023-4 to £20,000

## 2. Small grants awarded

- **Gosport Museum of the Sea** was awarded £385 towards their project to create a digital archive of the many non-military connections that Gosport has with the sea, with the intent to create access to that archive online and at exhibitions. The £385 is to support document scanning particularly to scan documents larger than A4 – plans, posters and charts; to acquire an external hard drive to provide a second back up for all scans already copied to the cloud
- **Bevois Mount History** was awarded £340 to assist with the cost of publishing their booklet celebrating 300 years of Bevois Mount, Southampton. This group aims to raise the profile of the area by improving awareness of the rich history not only for long-term residents but also for more transitory residents like the student population. This is done by commissioning and painting murals and placing plaques on buildings with notable connections. They also have a programme of talks, guided walks and have self-published books.
- **Hampshire Cultural Trust** (establishes as an independent charity in 2014 (but made up of museums in Hampshire) was awarded a grant of up to £500 to digitise their manuscript accession registers. These registers are the key record of what was given to the museum, when, depositor information and description of the items. Parts are confidential but HCT will put non confidential elements onto their catalogue and made access available on line in due course. Hampshire Record Office will use their specialist equipment to produce a high-quality digital scan of each double-page spread. This register will then be assembled into a digitally viewable PDF version. These digital copies will be used as a working copy by staff and volunteers whilst enabling us to preserve the original registers in secure and appropriate storage.

## 3 Main grant awarded

- Publication '**The Four Worthys: Pictures from the Archives**'. **£3620 has been applied for by the Worthys Local History Group** towards this project. The new book by Barry Shurlock and Tim Underwood will make accessible a large number of pictures of the Worthys from the huge collection of images collected over the years. Selecting pictures from the WLHG archives, and elsewhere, it will illustrate the history of Worthys with views of the villages, their people, buildings

and a wide range of interesting events. There will be a total of about 300-400 pictures, chosen with the help of WLHG members, each with an informative caption.

- A project '**Unlocking Hampshire's Musical Heritage**' from Royal Holloway music department, University of London with support from HRO has been awarded £4399. This project will unlock the musical heritage held by Hampshire Record Office through digitisation of 8 music manuscripts (to ensure preservation of the fragile originals while boosting public access), detailed cataloguing, and outreach events in local schools. This range of vernacular music in Hampshire c.1800, includes songs, dance tunes, and parish church music is also known as West Gallery music. The cost provides for skilled help to complete and check the catalogue records; this is necessary because of the level of bibliographical and musical training required in music cataloguing, including an ability to read historical music handwriting and to code the opening melodies in machine-readable form.
  - Swanmore Parish Council is to **relocate its archive** from various locations to a designated archive space within the parish council office, and provide access to the material by researchers there. £1421 was awarded to provide storage racking, map cabinet and computer; with the aim to eventually bring the collection online
4. **An emergency grant**  
£199 awarded to Hampshire Record Office for a purchase at auction for an album of photographs relating to the First World War Red Cross Auxiliary Hospital in 4 The Close, Winchester, and Preshaw House: it contains photographs of soldiers who were patients, and nursing staff, at the Red Cross auxiliary hospital at 4 The Close, Winchester, with some showing patients at Preshaw House, Exton (formerly Corhampton), 1915-1919

# VOTING PAPERS FOR MEMBERS OF HAMPSHIRE ARCHIVES TRUST ----

## AGM 28 October 2023 at 2.00PM

You can vote **EITHER** at the meeting

**OR using this form** which must be returned to the Secretary by post by 14 October 2023 c/o HRO, Sussex Street, Winchester SO23 8TH marked *AGM Voting Papers* or by e mail to Sue Woolgar [secretary@hampshirearchivestrust.co.uk](mailto:secretary@hampshirearchivestrust.co.uk)

You may only **vote once** and must be a paid up member to do so, which is why we ask you to give your name below so we can check our records

**The following are the decisions that we ask you to vote on** – papers have been sent to you for all of these decisions

item 3 Minutes from 2022 – I agree the minutes

item 5 Annual return Treasurers report, I agree the accounts and return to be made to Charity Commission

item 6 I approve the election of trustees as laid out in the agenda – I understand other nominations may be presented at the AGM

item 7 I approve the appointment of Martin & Co as independent examiner/auditor

My name is ..... and I confirm I am a fully paid up member of HAT  
(please put your name in capital letters) and sign and date here

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### NOMINATION PAPER for Item 6 – New Trustees

I nominate the following person for election to the Board of Trustees for an initial term of 4 years  
At the Hampshire Archives Trust AGM on 28 October 2023

Nominee.....

Signed.....

Date.....

I second the nomination of the following person for election to the Board of Trustees for an initial  
term of 4 years at the Hampshire Archives Trust AGM on 28 October 2023

Signed.....

Date.....

I consent to my name being put forward as Trustee for election to the Board of Trustees for an  
initial term of 4 years at the Hampshire Archives Trust AGM on 28 October 2023....

Or have e mailed my consent or written with my consent

I confirm that I am a member of Hampshire Archives Trust

Signed.....

Date.....

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### BOOKING FORM TO ATTEND ANNUAL GENERAL MEETING 28 October 2023

I, (we).....(names of those attending)

Are members of the Trust and would like to attend the AGM at the Royal Green Jackets Museum  
on Saturday 28 October 2023 at 2pm

HAMPSHIRE ARCHIVES TRUST

DETAILED STATEMENT OF FINANCIAL ACTIVITIES  
FOR THE YEAR ENDED 31ST MARCH 2023

	2023	2022
	£	£
<b>INCOME AND ENDOWMENTS</b>		
Donations and legacies		
Donations 33,172 917 Gift aid - 469 Grants 892 -		
	34,064	1,386
Other trading activities		
Book sales 1,855 98		
Investment income		
Quoted investments 6,448 5,260 Deposit account interest 87 7		
	6,535	5,267
Charitable activities		
Members' subscriptions 6,523 7,302 Members' events 1,858 225		
	8,381	7,527
Total incoming resources	50,835	14,278
<b>EXPENDITURE</b>		
Raising donations and legacies		
Justgiving fees 240 216 Event costs 1,908 225		
	2,148	441
Other trading activities		
Opening stock 1,672 1,751 Purchases 1,268 - Closing stock (2,512) (1,672)		
	428	79
Charitable activities		
Printing and postage 4,259 3,396 Webinars 300 - Books and publications 4,000 - Carried forward 8,559 3,396		

HAMPSHIRE ARCHIVES TRUST

DETAILED STATEMENT OF FINANCIAL ACTIVITIES  
FOR THE YEAR ENDED 31ST MARCH 2023

	2023	2022
	£	£
Charitable activities		
Brought forward	8,559	3,396
Grants to institutions	21,643	8,357
Grants to individuals -	7,249	
		30,202
		19,002
Support costs		
Management		
Marketing and advertising	7,600	6,006
Administration	4,699	2,970
AGM	310	628
Insurance	150	150
Website maintenance	6,062	4,858
Bank charges	81	33
Amortisation of website	2,580	2,580
		21,482
		17,225
Governance costs		
Independent examiner's fees	1,800	1,440
Total resources expended	56,060	38,187
Net expenditure before gains and losses	(5,225)	(23,909)
Realised recognised gains and losses		
Gains/(losses) on fixed asset investments	(4,231)	14,096
Net expenditure	(9,456)	(9,813)



HAMPSHIRE ARCHIVES TRUST

BALANCE SHEET  
31ST MARCH 2023

										2023	2022				
										Unrestricted funds	Restricted funds	Endowment fund	Total funds	Total funds	
										Notes	£	£	£	£	
<b>FIXED ASSETS</b>															
Tangible assets	12 5,938	- -	5,938	8,518	Investments	13 46,687	75,433	25,000	147,120	151,351					
											52,625	75,433	25,000	153,058	159,869
<b>CURRENT ASSETS</b>															
Stocks	14 2,512	- -	2,512	1,672	Cash at bank	36,289	38,474	-	74,763	71,891					
											38,801	38,474	-	77,275	73,563
<b>CREDITORS</b>															
Amounts falling due within one year 15 (19,851) - - (19,851) (13,494) NET CURRENT ASSETS 18,950 38,474 - 57,424 60,069															
<b>TOTAL ASSETS LESS CURRENT LIABILITIES</b> 71,575 113,907 25,000 210,482 219,938															
<b>NET ASSETS</b> 71,575 113,907 25,000 210,482 219,938															
<b>FUNDS</b> 16															
Unrestricted funds	71,575	81,966	Restricted funds	113,907	112,972	Endowment funds	25,000	25,000							
<b>TOTAL FUNDS</b> 210,482 219,938															

The financial statements were approved by the Board of Trustees and authorised for issue on ..... and were signed on its behalf by:

.....  
D Livermore - Trustee