



ANNUAL GENERAL MEETING

The Annual General Meeting of the Hampshire Archives Trust will be held at the ARC, Jewry Street Winchester on Saturday 12 October 2024 at 2.00pm.

Building is step-free via the car park and café entrances. Adjacent car parking is a council-owned pay-and-display for public use. Tower Street car park and Park and Ride are also options.

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) or by post to the address to be received by 1 October

AGENDA

1. Welcome
2. Apologies for absence
3. Minutes of the meeting of 28 October 2023
4. Matters arising
5. **Chairman's Annual Report and Annual Return, 2023-2024** (presented by HAT Chairman David Livermore, with Treasurer David Canniford commenting on accounts). 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.
6. **Elections;** Members are asked to vote to elect trustees whose term of office ends at this AGM. 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 1 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 talks and a music performance will follow
 - a talk about the HAT grant funded project 'Unlocking Hampshire's Musical Heritage' by Stephen Rose <https://hampshirearchivestrust.co.uk/news/hampshire-archives-trust-grants/unlocking-hampshires-west-gallery-music>
 - a short performance by [The Madding Crowd](#) band of 'unlocked music' from one of the digitised manuscripts

During tea, the Madding Crowd band will play a further selection of this music. After tea:

 - a talk on the survey project HAT conducted in August by HAT Trustee David Spurling
 - an overview of the finds in the 'Basingstoke has history too' cataloguing project by Sarah Lewin, Information and Archives Manager, Hampshire Archives
 - Sarah Lewin will then give an overview of the finds in the Basingstoke has history too cataloguing project
11. Vote of thanks and depart by 4.30pm

Item 3 Draft minutes of the 37th Annual General Meeting of Hampshire Archives Trust Held at 2.00pm, the Royal Green Jackets Museum, Winchester on Saturday 28 October 2023

The meeting was attended by the Trust's President, Nigel Atkinson, and the Trust's Chairman, David Livermore, and 26 other members.

1. Welcome The President welcomed members to the meeting and thanked the Royal Green Jackets Museum for allowing the Trust to hold its AGM there. He thanked the Trustees for all their work over the previous year. He congratulated the Trust on its communications about the range of talks, podcasts, etc. and thanked Barry Sherlock for his excellent recent article in the Hampshire Chronicle. The President said that David Livermore would be approaching the new Bishop of Winchester with regards to becoming a Vice-President of the Trust.

2. Apologies for absence were received from 27 members including Lady Mary Fagan, Lord Montagu, Roger Ottewill, David Rymill and Nick Shrimpton.

3. Minutes of the meeting of 22 October 2022 The minutes were approved unanimously.

4. Matters arising No issues were raised although the Chairman said that he would refer to some issues in his report.

5. Chairman's Annual Report and Annual Return, 2022-23

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, As always, I am delighted welcome you all to this, the 37th Annual General Meeting of the Hampshire Archives Trust – this year, held in the splendid and historic setting of the Regimental Museum of Royal Green Jackets (Rifles). I would like to thank Brigadier James Plaistow and the trustees for allowing us to use this remarkable venue, and to curator Christine Pullen who made it happen. I would also like to thank our President, the Lord Lieutenant, Nigel Atkinson, for being with us today to chair the meeting. Nigel has so many county-wide commitments and Royal visits, it is never easy to find a slot in his diary. The fact that he was a Green Jacket himself, perhaps was an added inducement.

Of course, I am particularly pleased to extend a very warm welcome to all our members here today. Your loyalty and commitment over the years not only sustains the achievement of our charitable objectives financially but also serves as an immense encouragement to your Board of Trustees. That said, we would clearly like to grow the membership, and hence our income, to enable us to extend the reach of our communication programmes and grant-making activities. We therefore intend to increase our marketing throughout the county and have co-opted two new trustees with marketing backgrounds, Jayne Martin and Nick Shrimpton, both of whom stand for election today.

Naturally we would be most grateful for your support. 'Word of mouth' is always the most effective sales argument and therefore, if you have friends or relations who might be interested, do please put them in touch with us. Could I perhaps even suggest that HAT Membership might prove an interesting Christmas gift, if you can't think of anything else? As well as attracting new members and raising income we are keen to keep our expenditure down, and here I am thinking of the newsletter particularly. The Board knows how much members like the printed newsletter but the costs of printing and especially postage have risen alarmingly. It would be good to hear your views on how best to keep costs down. Perhaps by providing it electronically?

In my Report last year, I focused on the challenge facing the study of History from the prevailing lobby for revisionism and the cancel culture. I made the point that, in these circumstances, the conservation and preservation of accurate historical records even more important for future generations. I would have liked to report this year that the situation had improved but there is little evidence of change. The fact that a few distinguished academics have expressed their opposition to the prevailing culture may offer a glimmer of hope in this so-called, 'culture war' but whether this glimmer is the daylight at the end of the tunnel or a train coming in the other direction, remains to be seen.

Ironically, at the same time, and thanks to television programmes, public interest in local and family history continues to grow. Moreover, the ever-increasing speed of technological development, in terms of geophysical instrumentation, drones and, of course, the ubiquitous iPhones, is destined to drive up the volumes of data exponentially. We have received many applications from history societies to develop data bases. A recent survey, that we conducted, showed that there was considerable variation in the methods used or planned – some quite basic and others using a variety of data base products. Your Board is considering very carefully how best we can help Hampshire history societies to understand their growing needs and especially to develop data base structures, which will be future-proof and provide a level of compatibility across the County.

It has always been a desire of your Board to involve more young people in our projects and we were delighted to announce, at our Relaunch Event at Hursley Park last October, a History competition for school and colleges in Hampshire, with a specific focus on the use of archives. This initiative was led by our colleague, Dr Alistair Dougall, and prizes were awarded to the Henry Beaufort College in Winchester, Moyles Court in Ringwood and an individual prize for a visually impaired boy at Toynbee school, for an essay on the Titanic. It is our intention that this should be an annual competition. Alistair will speak more about the competition later.

In terms of communications, last year we appointed a social media fellow, Dr Daniella Gonzales, who can provide both content and knowledge of this new area of activity. The blog and podcast broadcasts started in May and webinars and talks in August. We now have items on Facebook, Instagram and Twitter, with growing numbers of academics and university departments, who have shared blogs, webinars and educational material. We have held 7 webinars with 137 attendees. The webinar programme has been slow to build, initially held at the weekend but there has been a significant rise in numbers by switching to weekday evenings.

We launched our new website last May with new distinctive colours and a new logo. We believe it is now more accessible – we have added some new features and improved the relationship with social media. After a year of operation, the site attracts some 37000 'hits' and we feel that there is a growing interest both from Members and the public. Finally, thanks to the dedication of David Rymill, HAT published two editions of the printed newsletter and two editions of the on-line e-chat newsletter.

Our primary charitable activity is, of course, our grants programme. This year your Trust made 8 grants amounting to a total of £26,979. These range from £10,000 to the New Forest Heritage Fund for the conservation of the Crosswaite Eyre papers: £7,500 to the Hampshire Record Office, for their cataloguing project 'Basingstoke has history too' - to make 350 years of documents available for research; and £4200 for the Winchester Excavation Committee to digitise back issues of Winchester Studies. Other grants made were £2,299 to The National Motor Museum, for their project 'Homes on wheels' - the story of Bertram Hutchings, the pioneer Hampshire caravan builder; £180 for the Charlotte Yonge's fellowship project – rediscovering Hampshire's overlooked author; £500 to the Gosport Society towards 'Conservation and Heritage in Gosport' and, finally another £500 to the Fordingbridge History Society for their publication, 'A Place of Last Resort' – about the Fordingbridge workhouse.

Sue Chopping continued to run our events programme with support from Dick Treglown 2022-2023. It included visits to Winchester College Archives and the Winchester Bindery; a walking tour of Fordingbridge; a visit to Bereleigh House; and a spectacular day at the Farnborough Air Sciences Trust Museum and to St Michael Abbey. The year concluded with a walking tour of Wickham and a visit to Holywell House, Swanmore. They also delivered the 2023 spring/ summer programme despite health challenges (including Behind the scenes at Southampton's Art Gallery and Archives 6 April; Behind the scenes at the National Archives 26 April; and a visit to the Army Flying Museum at Middle Wallop 12 September 2023 among them)

Sue and Dick have now stepped down from the role of event organiser. This truly is the end of an era and, on behalf of you, our members, and my fellow trustees I would like to express our gratitude and admiration for how well, and how professionally, Dick and Sue have managed the events programme over the years. Thank you both so much. I am pleased to report that we have now co-opted a new trustee, Barbara Gibson, who has kindly agreed to take over the role of event organiser. Barbara is standing for election at this meeting but cannot be here today as she has just had a hip replacement operation, and we send her best wishes for a swift recovery.

In financial terms, as of 31st March, the final balance was £210,482, of which £71,575 was unrestricted. This compares with £219,938 for the previous year. I will call upon our Honorary Treasurer, David Canniford to cover this in detail for you.

Finally and as usual, I would like to thank all my fellow trustees for their patience and support – in particular, Sue Woolgar, our Honorary Secretary, for managing the business of the trust so comprehensively and smoothly, to Charlotte Bailey, our Deputy Charman, for managing the membership so thoughtfully; to Alistair Dougal for the Schools Initiative and to Andrew Burcher for his generous financial contribution. Above all, may I give a heartfelt thank you to all our members for supporting the Trust so loyally.

5.2 The Treasurer, David Canniford, addressed the meeting to comment on the accounts and Annual Return. During his comments, he raised the issue of the costs of the website, social media and of the newsletter. Social media and the website represent ongoing but necessary costs. He questioned, though, whether it was still sensible to print and post the newsletter. This costs approximately £4,000 p.a. Given that the costs of printing are increasing, the Treasurer suggested that we might consider putting the newsletter online instead of printing it. A discussion followed in which it was suggested that the newsletter could be both put online and emailed to members. Another suggestion was that members who still wanted to receive a printed copy should be charged a higher rate to cover the cost of printing and postage. Possible options will be discussed by the Board of Trustees.

5.3 The meeting voted unanimously to approve the Annual Return.

6. Elections

6.1 Members were asked to vote to elect new trustees. Barbara Gibson, Jayne Martin and Nick Shrimpton were duly elected by unanimous vote.

6.2 Members were asked to re-elect Charlotte Bailey (Vice-Chairman and Membership Secretary) and Sue Woolgar (Secretary) whose 4 year term of office was due for renewal. They were re-elected by unanimous vote.

7. Appointment of Independent Examiner

7.1 Members were asked to appoint Martin & Co as independent examiner or auditor of HAT's accounts. The meeting voted unanimously to appoint Martin & Co as independent examiner.

8. Grants

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

8.2 The meeting was informed that the Trust has set the financial limit on grants for 2023-24 at £20,000.

8.3 The President thanked the Grants Panel for all their work over the previous year.

9. Any other business

9.1 The issue of the printing and posting of the newsletter was again discussed. This will now go to the Board of Trustees for resolution.

9.2 The President raised the issue of when might be the best time to hold future AGMs: a weekday evening versus a Saturday afternoon. It was agreed that it would be best to avoid the school half term and there was a debate about whether a weekday evening might get a better attendance than a Saturday afternoon; although it was pointed out that many members would prefer not to have to drive in the dark. The timing of the AGM will be discussed further by the Board.

9.3 It was pointed out that HAT used to do a series of talks together with the Hampshire Field Club to get a wider audience and some at the meeting felt that it would be worth exploring establishing a similar sort of arrangement in the future.

9.4 The Chairman pointed out that HAT has recently been approached by a number of local history groups seeking help or funding in establishing online, digital archives. Given that it is going to become increasingly likely that local groups will want to establish their own online archives, HAT is in the process of conducting a survey to establish current best practices and the extent to which there is demand for such archives with a view to providing guidance and/or a system that can be easily used or adapted by local history groups wanting to set up their own database and searchable online archive.

10. Short talk Alistair Dougall gave a short talk to update members on the History competition that was launched for students at secondary schools and sixth form colleges in Hampshire last year. The competition is being run again this year and is now also open to undergraduate students studying at the universities of Portsmouth, Southampton, and Winchester (please note that it is not open to students at Solent University as Solent University no longer has a History Department).

11. Vote of Thanks The Chairman gave a vote of thanks to all who had organised and presented at the AGM. A presentation was made to Sue Chopping and Dick Treglown in thanks for all their work in organising events and meetings so successfully over the past few years.

The Annual General Meeting was followed by refreshments and a tour of the Museum.

Hampshire Archives Trust Annual General meeting

Item 5

12 October 2024

The Annual Return to the Charity Commissioners for 2023-24

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 23 July 2024 and approved with minor amendments

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 are below as extracts. The latter is 4 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, 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.

ACTIVITIES

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 16 further occasions. All except one meeting were held on zoom.

- grants panel meetings
- interviews with possible new trustees
- marketing
- considering and planning new project around community archives held by Local History Groups in terms of access and availability
- considering new involvement with University of Portsmouth degree course
- cost of printing and newsletters, exploring other ways of delivery

New projects

Technology offers the potential to move the management and accessibility of community archives onto another level. HAT has received a number of requests for grants to help with this, but the overall picture is anecdotal. This project is designed to establish just how owners of community archives are meeting the challenge.

HAT has spent the latter part of 2023-4 preparing and designing a survey of local history groups to see just what the position is. The survey will take place in 2024-25

Digital Performance summary 2023- 24

1. Website traffic to the site appears to be on a steady and positive rise with double the number of visitors than the previous year.
2. The site is generally well-explored and there seems to be interest in new and fresh content.
3. There appears to be real interest in the podcasts and this appears to have generally grown over time.
4. Members continue to join and renew through the website.
5. There continue to be events published on the website, and the events page itself is one of the most frequently visited pages.

HAT has continued to use the website for bookings for webinars and is doing so for next season of events

Social media activity including podcasts and webinars

This provides an active and engaging programme. Engagement on facebook and Instagram continues to grow, and posts on twitter have increased. Podcasts have proved particularly popular.

Grants

The Board set a maximum value of grants in 2023-24 to £20,000 based on amounts awarded since 2019 and reduced level of income for the Trust.

There were 9 Grants awarded in 2023 to 2024 together amounting to £10,564 ; 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

FINANCIAL ACTIVITIES

4 pages illustrate main information in the full statement

12 October 2024

Election of Trustees

Report author: Sue Woolgar, Secretary

1 Introduction

1.1 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. There are three existing trustees whose term of office ends at this AGM and one new Vice President stands for election, the latter co-opted by the Board

1.3 The following nominations have been proposed and seconded by HAT's chairman and secretary

1.4 Any other nominations received, duly proposed and seconded, will be announced at this meeting

1. Re-election of current Trustees

3.1 Current trustees David Canniford, David Livermore and David Spurling complete their 4 year at this AGM. All are re-standing

2. Election of new Vice President/Patron

3.1 As members will have seen from our newsletter and the website we have a new Bishop of Winchester Rt Revd Philip Mounstephen. Bishop Philip agreed to be co-opted and now stands at this AGM for election see more about him here <https://hampshirearchivestrust.co.uk/patrons/bishop-of-winchester-vice-president>

4 Recommendation

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

12 October 2024

Appointment of Independent Examiner

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 the appointment of Martin and Co accountants as independent examiner

Report on grants

Report author: Sue Woolgar

1. Introduction

- 1.1 The Trust set the financial limit on grants for 2023-4 to £20,000 in view of decreased income from investments
- 1.2 All grants awarded in 2023-24 appear in the annual return item 5
- 1.3 The grants continue to make a valued contribution to making Hampshire's archival heritage available to a wide audience

**2. Small grants awarded since last AGM – all will appear with more detail on the website when accepted
£3980**

Hampshire Gardens Trust	Exhibition; the People's Parks of Hampshire	£500	March 2024
Shortcuts video	Film History of the HAT Fair	£500	June 2024
the following have been offered grants	Formal acceptance not yet received		
Warsash Local History Society	The Warsash House Estate Publish History of house, estate and occupants over 150 years	£500	
Wellow Primary School	Digitisation of school log books prior to deposit in HRO	£240	
Bullington History Group	Where East Meets West: The Hidden Charms of Bullington in the Dever Valley	£500	
Wherwell History Group	Website Archive Catalogue for Churchyard Headstones	£500	
WFSA	Andover: An Overspill Story is a 12-month community project created with the support of the British Film Institute	£250	
Battle of Southsea Group	Preserving 'In Portsmouth' online archive	£400	

3. Main grant awarded – appears with more detail on the website

Titchfield History Society	The Titchfield Abbey Records Project 2 nd and final phase	£5500	July 2024
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VOTING & NOMINATION PAPERS FOR MEMBERS OF HAMPSHIRE ARCHIVES TRUST ---AGM 12 October 2024 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

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 2023 – 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
.....

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 12 October 2024

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 12 October 2024

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 12 October 2024....

Or have e mailed my consent or written with my consent

I confirm that I am a member of Hampshire Archives Trust

Signed.....

Date.....
.....

BOOKING FORM

I, (we)(names all those attending)

are members of the Trust and would like to attend the AGM at the Arc venue Jewry Street on Saturday 12 October 2024 at 2pm