Hampshire Archives Trust
c/o Hampshire Record Office,
Sussex Street, Winchester SO23 8TH
hat@hampshirearchivestrust.co.uk
Secretary: Sue Woolgar

ANNUAL GENERAL MEETING

The Annual General Meeting of the Hampshire Archives Trust will be held at Winchester Cathedral, the Paul Woodhouse Room on Saturday 11 October 2025 at 2.00pm. Chessil pay and display car park is nearest and park and ride is a also a good option.

Please book to attend by e mailing to secretary or posting the form below to above address, at the latest by the end of September.
Full papers for the AGM will be on the website under annual general meeting at the bottom of the home page. If you wish a paper copy let the secretary know and a set will be ready for you at the AGM (secretary@hampshirearchivestrust.co.uk)

AGENDA

1. Welcome
2. Apologies for absence
3. Minutes of the meeting of 12 October 2024
4. Matters arising
5. **Chairman's Annual Report and Annual Return**, **2024-2025** (presented by HAT Chairman David Livermore, with Treasurer David Canniford commenting on accounts). 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, chairman and vice presidents whose term of office ends at this AGM
   Any further nominations for new trustees, 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 to be found on the website.
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** about grant supported projects will follow, interspersed with Tea
    - VCH work especially around the Herriard and Southrope short by Jean Morrin https://hampshirearchivestrust.co.uk/news/hampshire-archives-trust-grants/grant-to-victoria-county-history
    - Bishops Waltham house histories project https://hampshirearchivestrust.co.uk/news/hampshire-archives-trust-grants/house-histories-project-bishops-waltham
11. Vote of thanks and depart by 4.30pm

BOOKING FORM

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

are members of the Trust and would like to attend the AGM at Winchester Cathedral on Saturday 11 October 2025 at 2pm

Draft minutes of the 38th Annual General Meeting of Hampshire Archives Trust
Held at 2.00pm, the ARC, Jewry Street, Winchester on Saturday 12 October 2024

The meeting was attended by the Trust's President, Nigel Atkinson, and the Trust's Chairman, David Livermore, and 28 other members and 4 non-members/guests.

1. Welcome
The President welcomed members to the meeting and thanked the Leader of Hampshire County Council for his attendance. He said that he and the Chairman, David Livermore, were looking to prioritise growing the membership of the Trust. He thanked Alistair Dougall for his work on the schools competition and said that he had been very pleased to present this year's winners with their certificates. He congratulated the Trust on its Events Programme and thanked everyone involved and gave particular thanks to Barbara Gibson for all her work in making it such a success.

2. Apologies
Apologies for absence were received from Andrew Burcher, Janet Burt, Yvonne Hill, Marilyn Kinnon, Roger Ottewill, Ken Sherman, Gill Rushton, David Rymill, and Crawford Wright.

3. Minutes of the meeting of 28 October 2023
The minutes were approved unanimously.

4. Matters arising
- The new Bishop of Winchester is to be voted on a Vice-President
- While people are encouraged to use email, it has been decided that we are not yet ready to stop printing the newsletter.
- It has been agreed to continue to hold the AGM on a Saturday in October each year.
- HAT is liaising with the Hampshire Field Club regarding talks.

5. Chairman's Annual Report and Annual Return, 2023-24
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 in previous years, it is my pleasure to welcome you all to this, the 38th Annual General meeting of the Hampshire Archives Trust —this year held in the ARC, here in the centre of Winchester. Our thanks go to the Hampshire Cultural Trust for allowing us to use this facility.

Also, as usual I would like to thank our President, The Lord Lieutenant, Nigel Atkinson, for being with us today to chair the meeting. Very often presidents of charities are honorary posts whose function is fulfilled by lending their names to letter-heading. Not so Nigel: he has always taken a keen interest in the work of our charity and has always been helpful with advice and indeed direct assistance, whenever necessary. Nigel, thank you so much. May I also extend a warm welcome to the Leader of Hampshire County Council.

As I have said before, I am pleased to extend a warm welcome to all our members here today. Your loyalty and commitment over the years has not only sustained the achievement of our charitable objects financially but serves as an immense encouragement to your board of trustees. That said, we had set ourselves an objective to increase the numbers of members. I must confess that, to date, this has not been wildly successful, and the number of our members remains flat at 254 Individual Members, of whom 88 are Life Members, and 66 Group members. As you know, our work is funded by the income partly from the current membership, as well as from our investments, which in turn represent charitable gifts and legacies that we have received over the years. However, the membership income remains key to sustaining our grant programme and, more important, our being able to increase our grant-making. We would be most grateful if

Draft minutes cont'd ..you yourselves could help us by encouraging others to join our Cause and, for example, do please consider using HAT Membership as an interesting family gift for Christmas.

Sadly, the so-called 'Culture War' continues with the forces of politicised revisionism ranged against historical accuracy, but it does seem to me that more balanced views are at last prevailing and most certainly interest in local and family history grows apace, coupled with truly dramatic explosion in the amount of archival material from the almost universal proliferation of devices to capture both sound and vision. Last year I mentioned that we were experiencing an increase in grant applications from history societies wanting to digitise their records. It seemed to us that there was a real need for a comprehensive survey of the current historical archives of the County and to consider how best to provide appropriate advice and guidance for data management across the board.

As a result, and as some of you already know as recipients, we have launched a major survey of existing archival methods and digitisation practices, that are currently employed throughout the County. The Survey was conceived and led by our colleague, David Spurling, and was introduced by a letter from the Lord Lieutenant. We have been truly delighted with the County-wide response and the Survey has met the ambitious target for responses that David set. As you can see from the Agenda, David will be giving a presentation on the Survey and I will leave further discussion to him, but I would like to thank him on behalf of the Trustees for his professional management of this initiative and, as always with David, his personal enthusiasm and commitment.

It has always been your Trust's desire to engage more young people in historical research and last year we announced a History Competition for schools and colleges in Hampshire. June 2024 saw
the completion of the second year of the competition, which is designed to help students to develop their research, presentation and other transferable skills, and to encourage them to learn more about aspects of their local history and about the nature and value of all manner of archives.

We were again impressed with the calibre and range of this year's projects, which included an impressive mix of essays, films, posters, PowerPoints, the organisation of a local history walk and exhibition, and compiling an archive by recording memories of local elderly residents.

There was also an interesting range of topics. These included a project on the Roman villa near Sparsholt, histories of the students' schools, a project on Hayling Island during the Second World War, that incorporated some wonderful photographs and the reminiscences of some elderly residents, and a fascinating project on the history of Wickham Fair that not only examined the history of the fair but also posed some challenging questions on the treatment of and impact on a marginalised group of local people. Other projects included a brief history of a local 'Santa Run', the history of the Chesapeake Mill, and a wonderful film exploring the history and ruins of Bishops Waltham Palace narrated by a Year 8 student who, I am told, clearly has the makings of a budding Dan Snow!

This year the two winning boys (Mason and Ben), and their families, were invited to receive their awards from the Lord Lieutenant in his office. This very much appreciated by all concerned and we hope that the ensuing publicity will spread the word to an increasing number of schools for future competitions.

In terms of communications, we are pleased with our revamped website, which continues to attract an increasing number of hits. For example, the 'event count' last year rose from 36,700 to 72,000 - a 100% increase and, more recently, rose to 98,000 a further 36% increase. We had hoped the other societies would make use of our 'Calendar' facility to publicise their own events, but this has been slow.

Under the direction of our Social Media Fellow, Dr Daniella Gonzales, our numbers on social media platforms has now reached 441 followers on Facebook, 142 on Instagram, LinkedIn 40 (our newest) and Twitter/X 557. Our podcasts have included the Victoria County History and Researching Hampshire; Women's History in 20th Century, the Draft

minutes contd ..Commonwealth War Graves Commission and Hampshire and Researching Family History. Our programme of webinars has continued with the most recent being by Dr Amy Saunders which focused Charles I and Henrietta Maria in Hampshire Heritage sites.

Finally, thanks to the remarkable (and voluntary) dedication of David Rymill of the Hampshire Record Office, HAT published two editions of our printed newsletter and two editions of the e-chat newsletter,

In terms of our Events Programme, last year I had to announce that the redoubtable team of Sue Chopping and Dick Treglown were stepping down after running such a successful programme for so many years - a hard act to follow! I also announced that we had appointed a new trustee, Barbara Gibson, to fulfil this role and I am pleased to report how well Barbara has responded: after an understandably slow start, the last two events, visits to Greywell Hill House and Longford Castle, near Salisbury, have been really outstanding.

Our primary charitable activity is, of course, our Grants programme. This year your Trust made 9 grants totalling £10,564; the main grants were decided by review boards in July and January and we published successful applications on the HAT website and in the HAT newsletter. Our Grants ranged from:

- *£4399 for a project 'Unlocking Hampshire's Musical heritage' from the Royal Holloway Music Department, University of London.*
- *£3620 a publication 'The Four Worthies: Pictures from the Archives'*
- *£1421 to Swanmore Parish Council to centralise their records and make them more accessible*
- *plus a number of small grants to the Gosport Museum of the Sea for a digital archive; the Bevois Mount History to publish a booklet; the Hampshire Cultural Trust to digitise registers; an emergency grant to the Hampshire Record Office to buy at auction, the Boldre Community for a display system and the Hampshire Garden Trust for the People's Park Exhibition.*

Above all, I am pleased to report that over the last 6 years, HAT has now provided nearly £150,000 in grants to Hampshire organisations.

In financial terms, as of the 31st March, our total funds, and the key numbers, stood at £197,905, of which £67,088 was unrestricted, compared with £210,482 for the previous year. I will ask our Honorary Treasurer, David Canniford, to cover our finances in greater detail for you.

Finally, and as usual, I would like to thank all my fellow trustees for their patience and support and, if the others will forgive me, I would like to thank in particular our Honorary Secretary, Sue Woolgar, whose administrative skills and attention to detail are the best that I have ever known; our Deputy Chairman, Charlotte Bailey, for managing the membership so thoughtfully; Alistair Dougall for his enthusiastic commitment to the Education programme and now David Spurling for organising the new Survey so professionally and effectively.

5.2 The Treasurer, David Canniford, addressed the meeting to comment on the accounts and Annual Return. In terms of incoming revenue, donations and Gift Aid amounted to £4,351.00 (the large donations received last year were to the VCH for the cost of research and local histories); investment and interest was similar to last year (£6,968); and members subscriptions increased from £6,523.00 to £7,051.00. In terms of expenditure, printing and posting the newsletter cost £3,167. Grants approved were £10,466.00. £700 was paid out in prizes for the schools history competition; £600 was paid towards the Survey being run by David Spurling; and £4,731.00 was paid to our Social Media Fellow.

Administration costs of £6,137.00 include VCH costs of £5,744.00, of which £1,700.00 was paid to a consultant working on a current publication. The balance is for room hire and expenses. Last year's AGM cost just over £700 for the hire of the Royal Green Jackets Museum. Website maintenance cost £3,520.00. The audit cost £1,740.00.

Draft minutes contd..In terms of investments, the revaluation of investment produced a gain of £2,419 (reversing a loss of £4,231 in 2023). The value of investments is £149,539. Total funds are £195,111.00. There is £51.565 in cash (£24,258.00 in the HAT account and £27,307 in the VCH account).

5.3 The meeting voted unanimously to approve the Annual Return.

6. Elections
6.1 Members were asked to vote to re-elect David Livermore, David Canniford, and David Spurling as trustees. They were duly elected by unanimous vote.
6.2 Members were asked to appoint the Rt Revd Philip Mounstephen, Bishop of Winchester, as Vice-President and voted unanimously to do so.

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. She informed the meeting that the video of the HAT Fair can been found on the Grants page of the website.
8.2 The meeting was informed that the Trust has kept to the annual financial limit on grants 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 was raised and discussed of the vast number of local publications produced in the county that rarely get beyond their local group and that are not listed and, consequently, are not widely known about. A discussion followed about the value of creating a central catalogue of all local publications and of making that available to local history societies and historians. David Spurling (who is leading HAT's survey project) suggested the local societies should be asked about adding their own bibliographies and pointed out that HAT now has 240 organisations in Hampshire listed as contacts. of local societies. It is hoped that the survey can be used to help create a list of societies and similar organisations and then help to promote the sharing of information on publications, etc.

10. Short talks and performance

- Stephen Rose gave a short talk about the HAT-funded project 'Unlocking Hampshire's Musical Heritage (https://hampshirearchivestrust.co.uk/news/hampshire-archives-trust-grants/unlocking-hampshires-west-gallery-music)
- 'The Madding Crowd' band then gave a short performance of 'unlocked music' from some of the digitised manuscripts. The band then played a selection of this music while tea and refreshments were served.
- Following tea, David Spurling gave a short talk on the survey project that HAT conducted in August and set out the purpose of the survey and how it is intended to be used in providing guidance for local history groups in digitising their archives and making them available online.
- Sarah Lewin then gave an overview of the finds in the 'Basingstoke has history too' cataloguing project.

11. Vote of Thanks
The Chairman gave a vote of thanks to all who had organised and presented at the AGM.

Hampshire Archives Trust; Annual General Meeting Item 5

11 October 2025

The Annual Return 2024-25

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 14 July 2025 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 if requested at the AGM.

2.3 The statement of activities and the financial of accounts are below as extracts. The balance sheet is at the end of the AGM papers

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

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

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

- grants panel
- website; development and performance
- considering and planning new project around community archives held by Local History Groups in terms of access and availability

The HAT Annual General Meeting was held 12 October 2024

Website performance annual performance summary 2024- 25 shows 284%(102,000 user visits) increases in new users and a 317% (to 23,433) increase on visits to the site. **Social media** continues to grow and webinars and podcasts are much appreciated

There were **14 Grants awarded** in 2024 to 2025 together amounting to £12,595.88

Schools Competition; 2024-25 saw a range of topics covered and projects submitted in different formats: PowerPoints, essays, posters, and display boards. Some of this year's topics included: the history of the students' school, the Roman villa at Sparsholt, 'the Secret Life of Henry Perin', the History of Fair Oak, the Titanic, Wickham Fair, the Chesapeake Mill, and an organised 'War Walk' of surviving WWII buildings of RAF Ibsley which involved producing a booklet and creating an exhibition to give further information to the Walkers

The balance sheet is to be found at the end of these papers, and the full return on the website

Hampshire Archives Trust; Annual General Meeting Item 6

11 October 2025

Election of Trustees, Vice President and Chairman

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

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

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

2.1 Current Trustees - two current trustees' term of office ends at this AGM and have agreed to re-stand ; **Alistair Dougall and Andrew Burcher**
Two trustees Jayne Martin and Nick Shrimpton have resigned and we thank them for their support of HAT, In both cases their personal circumstances have changed which meant they could not devote their time to HAT
Helen Doe stands for election as a new trustee, proposed and nominated by David Livermore and Sue Woolgar https://hampshirearchivestrust.co.uk/trustees/helen-doe

2.2 Vice President/Patron
John Isherwood's terms of office as Vice President ends at this AGM, and he has agreed to re-stand

3. Election of Chairman

3.1 David Livermore was elected as Chairman at our AGM in 2017. He has decided not to continue as Chairman and we warmly thank him for his efforts and commitment to HAT over these years, and his ongoing support as he continues as a Trustee.

3.2 Alistair Dougall, who many of you will know from his work with the schools competition, is standing as Chairman and is endorsed by the Board of Trustees

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

Hampshire Archives Trust; Annual General Meeting Item 7

11 October 2025

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 seven 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 examiners

Hampshire Archives Trust Annual General Meeting **Item 8**

11 October 2025

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. All awards during 2024-5 appear in the annual return and totalled

1.2 The Trust set the financial limit on grants for 2023-4 to £20,000 and agreed a lower limit for 2025-6 of £15,000

2.1 Grants awarded for 2024-5 total £12,227 – all are on the website

https://hampshirearchivestrust.co.uk/grants

(note not all applications are approved or receive full amount asked for, in 2024-25 the total amount requested was £21,007)

Shortcuts Video history of HAT fair £500
Titchfield History Society Titchfield Abbey project £5,500
Warsash Local History Society towards publishing history of house and estate £500
Wellow Primary School digitising school log books featuring Florence Nightingale £240
Bullington History Group publication about Bullington £500
Wherwell History |Group headstones project £500
WFSA towards film project about Andover, an overspill story £250
Battle of Southsea Group Project to preserve a digital site £417
Hampshire Record Office purchase of Moule diaries £320
The Captain Swing Riots Bicentenary Commemoration £2,000 -
Warren Centre Micheldever exhibition looking at cultural and environmental impact of the railway £500 -
Sarah Siddons fan club events commemorating the anniversary of the Armada £500 -
Bishop Waltham Society houses history project £500

2.2 Grants awarded in 2025-6

The grants programme continues, but with a lower allocation of funds. It is clearly a much appreciated and valued way for those with limited resources to make their projects happen. 30 June 2025 saw 4 main grant applications made and between April and July 2 small grant applications. Offers of awards have been made to

Who	project	Offered
Grayshott Heritage	WW2 publication "Grayshott's wartime memories"	£500
Farnborough Air Sciences Trust	Aviation in cold war	£2000
Newnham 900	Oral and written history project	£2500
Soton Archives	Activism in Archives-cataloguing project	£3000
RAS National Aerospace Library	Airshow to archive . Digitisation of Airshow programmes and documentation, Farnborough Sixth form college students will then research them and show their work including a stall at the airshow	£4000
Watercress Line	Watercress Line through time ; a child friendly project based on Horrid History concept	£500

NOMINATION FORM

Registered charity 294312

I am a member of HAT and I nominate the following person for election to the Board of Trustees for an initial term of 4 years

Name of nominee.....

.....

Signed.....

.....

Date.....

.....

I am a member of HAT and I second the nomination the following person for election to the Board of Trustees for an initial term of 4 years

Name of nominee.....

.....

Signed.....

.....

Date.....

.....

I consent* to my name being put forward for consideration as a Trustee at the Board meeting on 12 October 2024. If accepted I would be elected with immediate effect and my appointment would be for an initial term of 4 years

*Or have e mailed my consent or written with my consent or consented at a Trust meeting to stand for re-election

I confirm that I am a member of Hampshire Archives Trust

Name.....

.....

Signed.....

.....

Date.....

.....

HAMPSHIRE ARCHIVES TRUST

BALANCE SHEET
31ST MARCH 2025

	Notes	Unrestricted funds £	Restricted funds £	Endowment fund £	**2025 Total funds £**	2024 Total funds £
FIXED ASSETS						
Tangible assets	12	**777**	-	-	**777**	3,358
Investments	13	**53,313**	**79,771**	**25,500**	**158,584**	149,539
		54,090	**79,771**	**25,500**	**159,361**	152,897
CURRENT ASSETS						
Stocks	14	**2,200**	-	-	**2,200**	2,455
Debtors	15	-	**19,891**	-	**19,891**	9,703
Cash at bank		**23,113**	**9,143**	-	**32,256**	51,565
		25,313	**29,034**	-	**54,347**	63,723
CREDITORS						
Amounts falling due within one year	16	**(21,578)**	**(9,258)**	-	**(30,836)**	(18,715)
NET CURRENT ASSETS		**3,735**	**19,776**	-	**23,511**	45,008
TOTAL ASSETS LESS CURRENT LIABILITIES		**57,825**	**99,547**	**25,500**	**182,872**	197,905
NET ASSETS		**57,825**	**99,547**	**25,500**	**182,872**	197,905
FUNDS	17					
Unrestricted funds					**57,825**	67,088
Restricted funds					**99,547**	105,817
Endowment funds					**25,500**	25,000
TOTAL FUNDS					**182,872**	197,905

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

The notes form part of these financial statements