



# The Sandgate Society ANNUAL REPORT

	Period start date		Period end date	
<b>From</b>	1	January	2014	<b>To</b>
	31	December	2014	

## Section A Reference and administration details

Charity name

Registered charity number

Charity's principal address

The Old Fire Station	
51 High Street	
Sandgate Kent	
Postcode	CT20 3AH

Names of the charity trustees who manage the charity

\* for current committee member roles follow this link <http://sandgatesociety.com/the-committee/>

	Trustee name	Office (if any)	Dates acted if not for whole year
1	Roger Joyce	Chair	
2	Terry Petrie	Treasurer	June 2014 onwards
C	Ken Gorrie	Events support	
4	Margaret Brinsdon	Events Co-ordinator	
5	Marjorie Findlay-Stone	Vice-chair	
6	Toni Miles	Membership	
7	Anne de Henau	Catering	
8	Jill Partridge	Archivist	
9	John Cutmore	Planning support	
10	Hazel Barrett	Secretary	October 2014 onwards
11	Marc Tatton	Maintenance	
12	Guy Valentine-Neale	Communications	October 2014 onwards

## Section B Structure, governance and management

### Description of the charity's trusts

Type of governing document <small>(eg. trust deed, constitution)</small>	Constitution (2010)
How the charity is constituted <small>(eg. trust, association, company)</small>	Unincorporated Association
Trustee selection methods <small>(eg. appointed by, elected by)</small>	Annual election of committee members (with 3 year cycle for retiring)

## Additional governance issues (Optional information)

You **may choose** to include additional information, where relevant, about:

- policies and procedures adopted for the induction and training of trustees;
- the charity's organisational structure and any wider network with which the charity works;
- relationship with any related parties;
- trustees' consideration of major risks and the system and procedures to manage them.

The society undertook a review of how it works documenting the specific roles required for each committee member (supported by sub committees for some of the activities) in order for the committee to deliver the society's aims and objectives. This also provides a useful aide memoire for inducting new committee members.

The new structure has clarified the range of responsibilities that the society has and ensures that they are all identified (and undertaken) including

- facilities management for the Old Fire Station (where the society rents the ground floor) to promote the health & safety of visitors and volunteers
- secretarial support to ensure that the governance of the society is properly recorded and actioned
- financial management with effective budget setting and forward planning to provide financial stability and risk management
- safe storage of archives and digitisation to mitigate against disaster and maximise access
- planning subcommittee (with co-opted chair) to provide planning expertise and to mitigate any conflict of interest
- communications portfolio to raise the profile of the society and maintain its continuing relevance for the community
- membership co-ordination to maximise and sustain membership take up and income
- events programme delivery to promote interest in historical and contemporary issues relevant to the society and to provide enjoyable social events (which also generate income)
- asset register to properly record what the society owns and the management of those assets for planned maintenance or renewal

## Section C

## Objectives and activities

Summary of the objects of the charity set out in its governing document

The constitution sets out the main objectives of the society which are to

- 1. stimulate interest in the village of Sandgate**
- 2. ensure the preservation, protection, development and improvement of features of historic or public interest within Sandgate**
- 3. encourage high standards of planning and architecture**

and (to be adopted by the committee)

- 4. promote the enjoyment of and access to the village's rich heritage**
- 5. enhance the understanding and appreciation of Sandgate's built and landscape environment**

*During 2014 the following activities were undertaken to deliver the above aims and objectives*

Objective 1

- publication of a range of booklets and leaflets available to visitors and residents highlighting the many attractions of Sandgate including 'Sandgate Heritage Trails'

Objective 2

- active involvement in the planning process for planning applications including Shorncliffe garrison major development: attendance at joint working group
- challenging Shepway District Council on works undertaken on sites such as the Land adjoining 5 Radnor Cliff; extension at High Street Sandgate; recent works on The Corniche

Objective 3

- planned review of the action points in the Conservation Appraisal Documents; an audit of Sandgate's heritage assets and an appraisal of the current state of Sandgate's buildings with architecture worthy of note

Objective 4

- organisation of public walks including special WW1 walks in conjunction with Shepway Preservation of Footpaths Society
- completion of a Blue Plaque trail including planned revision of leaflet

Objective 5

- events: popular programme of talks including a highlight '50 years of Pirate Radio' event
- Xmas and Summer parties attended by 100 + members and guests
- archives – 100<sup>th</sup> Anniversary WW1: display in Old Fire Station and Sandgate Library. Permanent display of fine prints and drawings at the society's room. The archives team also hosts visits from other local societies.

Summary of the main activities undertaken for the public benefit in relation to these objects

## Section D

## Achievements and performance

Summary of the main achievements of the charity during the year

The society successfully delivered the published programme of events and walks with 100s of members and guests attending throughout the year.

The WW1 exhibition engendered positive feedback showcasing the wonderful Grade 2 listed building which the Society rents. The archive remains a significant resource for the society and community and further work is planned to increase its value by improving display materials and digitising paper exhibits.

The society also continues to work successfully with a network of local partners to achieve its objectives including

Sandgate Parish Council:

- Joint approaches to planning issues
- Improvements to the public realm- planters to the war memorial area (in conjunction with a donation by the Nevill family) which will be maintained by the society
- Reprinting of leaflets

Shorncliffe Trust:

- Joint display Waterloo 200 (library and Old Fire Station)

Saga:

- Reprinting of leaflets
- Summer Garden Party

Chichester Memorial Hall Community Trust

- Working in partnership to upkeep the community asset of the memorial hall (used for talks and events)

Sandgate Heritage Trust Ltd

- Owners of Old Fire Station- HQ of Sandgate Society

From 2015 onwards the committee has agreed to formulate a 3 year plan to focus the society's resources on key outcomes to deliver the objectives of the society and to provide greater transparency and accountability - this is currently being drafted and will be published shortly.

Performance on the plan will be measured against key milestones and reported back to the membership in the next and subsequent annual reports.

## Section E

## Financial review

**Brief statement of the charity's policy on reserves**

At 31 December 2014 the society held unrestricted cash at bank of £12,718.00. Restricted funds are also held of £14,302.00 on behalf of the HG Wells Writing Competition and £432.00 Lola Lachlan Competition.

The unrestricted funds are held to cover project costs to fulfil the Society's aims and administrative expenses. The society aims to hold a reserve of £7,000.

**Details of any funds materially in deficit**

Not applicable

**Further financial review details (Optional information)**

You **may choose** to include additional information, where relevant about:

- the charity's principal sources of funds (including any fundraising);
- how expenditure has supported the key objectives of the charity;
- investment policy and objectives including any ethical investment policy adopted.

Income for 2014 was £9,105, an increase 6.4% from 2013 due to events receipts and donations, however expenses increased by 26% to £8058 due mainly to a rent increase of £800.

Income from membership was £2,283. The annual rent for the Old Fire Station, Reading Room and Chichester Memorial Hall is £2,958 making a profit from events organised by the Society committee of £1,847.50 essential for the society's financial viability.

Generous contributions towards the cost of updating The Sandgate Heritage Trails leaflet were received from Saga, Sandgate Parish Council & Sandgate Community Trust and donations towards our planned 2015 projects will be sought from current and new donors.

## **Section F Other optional information**

The year 2014 ended with the start of a transition for the Sandgate Society.

Under the chairmanship of Roger Joyce the society delivered year on year a range of events and programmes that have involved the community; the society's advocacy (and in particular Roger's) have meant that safeguarding Sandgate's heritage assets has always been a significant part of the debate when deciding on planning applications and the society has forged strong links with other groups in the area who have similar objectives.

Roger will continue his work on safeguarding the village's heritage in his new role as the society's planning consultant – his wealth of expertise is highly valued.

For 2015 Marjorie Findlay-Stone takes on the role of Chair and aims to consolidate on the sterling work done previously with an ambition to improve the society's profile, impact and engagement with the local community.