

# **PITSTONE & IVINGHOE MUSEUM SOCIETY**

## **MINUTES OF THE ANNUAL GENERAL MEETING HELD ON THURSDAY 20 NOVEMBER 2003 at 8.00PM AT PITSTONE GREEN MUSEUM**

### **Present:-**

Gillian Arney (Chairman and Archivist) John Wallis (Treasurer) Brenda Grace (Secretary) Norman Groom (Museum Manager) Peter Keeley (Assistant Museum Manager) David Lindsey (Watermill Manager) Val Rayner (Craft Co-ordinator) Sue Lipscomb (Programme Secretary) Jeannette Wallis (Trading Secretary) and Anne Ball (Publicity Secretary) and fourteen members.

**Apologies were received from:-** Mike Malone, Moira Hegarty, Andrew Gould, Eileen Turner, Malcolm Lee, Corral McCormack, B. Wright, Mike and Jean Morris, Hazel and Geoff Travis and Charles Thorogood.

**Minutes of the Annual General Meeting held on 14 November 2002** were agreed with the exception of:-

Norman Groom said he disagreed with:-

Page 6 Major Amendments 2. (this had not been agreed by the committee) should be inserted.

Also

Gill proposed that the idea that the Lease should be held by the Charity Commissioners be referred to the committee.

Following these alterations the minutes were then signed.

Also the Minutes of the EGM held on 20 February 2003 could not be confirmed therefore they could not be signed.

### **Matters arising**

No matters arising

### **Chairman's Report – Gillian Arney**

Welcome to everybody here this evening. I'm glad to see more than we had this time last year. I am happy to report that the society is in good heart. During the year membership has increased to 163 with new members joining all the time. As I reported in the newsletter a rough count estimates that a large number of members are active in one way or another either at the Museum, the Watermill or helping at meetings. Thank you all very much for your Contribution – 'Many hands make light work'.

Norman and David will give you detailed reports on the museum and watermill. The museum in particular has had a good year with an increase in visitors and the workforce. My own experience is that of a friend of Colin's who came to lunch with him on an Open Day and deliberately dallied in the sun before coming down the museum because he thought it must be 'a few cases of stuffed animals'. He was here for an hour, saw the Lancaster and some of the rest and declared himself ready for another visit next year because he hadn't seen half of it. Colin was in the doghouse for not coming earlier. Let's hope we can keep up that much variety of interesting exhibits in future years.

The Watermill has had a more up and down year. At least it went up and up and then came down with a thump but David will tell you the details of his adventures.

Though this is the first AGM in this room, the comforts are becoming known and it is a real asset to the Society. Meetings have gone from strength to strength though alas a large audience such as that for Emlyn Jones climbing in the Himalayas forced us back to Pitstone Memorial Hall. At that meeting were many local people who were not members so the Society name is spreading.

Over the year we have said goodbye to some active members, particularly Don and Marjorie Brooks who are trying to move north. They have been active members for many years and helped in many ways. For me in particular Don's photographic skills were essential before scanners became commonplace. Thank you both.

Roy Curzon has thrown in the towel literally as David Goseltine's right hand man. Not only was he an excellent worker but he was a dab hand at the washing up with jokes for all occasions. Roy – Colin will miss you as much as the rest of us, thank you.

One of the society's unsung heroines is Corral who collects all the forms and keeps control of the membership despite some good efforts at confusing her. She always has the information at her fingertips.

All members of the committee have worked hard this year. Thank you all – in particular Norman who has led the museum through a most successful year; David for his continuing work at the Watermill particularly in finding new wardens for the Sunday openings and Brenda for being a wonderful right hand woman as well as sorting out all the administration for the Committee and acting as catering assistant.

Sadly after many years Val Rayner has decided to call it a day as Craft Co-ordinator. Every year she has arranged for the crafts people to come and kept an eye on them while here. Not an easy job as they all consider themselves to be the most important person on the site on the day. Val – I shall miss you very much on Open Days. We would like to give you something to remember the happy times you have spent with the Society.

Gillian Arney

Gill presented Val with a Marks and Spencer voucher.

### **Treasurer's Report - John Wallis**

Treasurer's Update Report since 31 March 2003

	<u>31.03.03</u>	<u>20.11.03</u>		<u>Increase</u>
General Fund	1247	2462	+	1215
Museum Fund	8508	11679	+	3171
Trading Fund	4375	5047	+	672
Watermill Fund	13062	13837	+	775
Totals	27192	33025	+	5833

The increase of £5833 is £1467 higher than for the same period last year. Although total funds now stand at £33,025 I expect these to fall below £30K by the end of the current financial year due to winter projects being carried out at the Museum and Watermill.

### **Museum**

1. Admissions increased from £2.50 to £3.00 for Adults and from £1.00 to £1.50 for children. In addition school party fees increased from 50p to 75p per child with no opening fee and supervising adults free of charge.
2. Donations. Opening fees were treated as donations. Filming not so good this year.
3. Sales share reduced from 100% last year to 25%
4. Grant from 'Awards for All' scheme towards cost of furniture for the New Room. (Heritage Lottery Fund).

At the last committee meeting changes were discussed regarding the membership subscription of the society. The proposed changes would be:-

We will abolish the family membership, so a single membership would be £6.00 for the year, and the concessionary (OAP's) fee will be put up to £5.00.

This entitles the member free entry to the Museum or Watermill on all open days.

Gill clarified the Family membership change to the members.

Membership changes proposed by Jeannette Wallis seconded by Gaynor Wiseman and carried, with one vote against this proposal.

It was proposed to accept the Treasurer's accounts.

Proposed Sue Lipscomb and seconded Peter Keeley and carried.

### **Museum Report – Norman Groom**

The usual maintenance is continuing although a lot of effort is now going into restoration. At the last open day we took over £1200. the best ever, I believe.

I would like to thank Val Rayner for all her efforts in organising the crafts at the museum, and also thank Gill for her continuing work cataloguing photos. Hoping to put on to disc at some point, they then could be sold at the Museum on Open Days.

Helen Hickson has been doing her job as Catering Manager for yet another year, although we have reduced her work load to some extent.

Peter has been continuing with the electrical rewiring.

### **Watermill Report – David Lindsey**

#### **1. Visitors 2003 to date**

- (1) General public : The mill was open on fourteen afternoons between Easter Monday and end of September. There were 799 visitors making an average of 56 each afternoon. This is nearly 5% more than last year.
- (2) Sales : Gross takings (excluding flour sales) were £990, a decrease of 3% on last year.
- (3) School parties : To date 1600 children plus 150 teachers (provisional figures) visited the mill. 70% came from Dell Farm and Chiltern Study Centre.
- (4) Adult parties : only two but 51 visitors.
- (5) Milling : Five millings producing 232 bags of flour – nearly 7 cwts.

#### **2. Major Events**

- (1) 2 January 2003 : After torrential rain for almost 24 hours, the millpond flooded onto the field and water could scarcely pass under the road bridge. Water was spraying from the pentrough into the mill. Stop boards used to stem flow, water levels had subsided by next day.
- (2) March : Paul Jellis drained the millpond to have it deepened to improve the habitat for the new fish. Opportunity taken to repair the dam wall (cement rendering) and to plug the breach below the wall made in 1980. The dam's integrity is now assured.
- (3) 25 August (Bank Holiday) : At the end of milling, pitwheel wedges came loose and pitwheel shifted on the wheel shaft. No major damage done but two new pairs of wedges were required – made by Mike Bickerton. After seven weekends' work the pitwheel was (apparently) successfully repositioned and re-wedged.

- (4) 1 November : During a 'milling training' session, the wedges again came loose after a short time of milling. Decision made to ask a millwright to complete the work. David Nicholls, from Mapledurham has visited to assess and will do the work post Christmas.

### **3. Normal Work**

- (1) Sealing the waterwheel buckets has continued (slowly) using Acropol – very expensive but very successful.
- (2) Siphon valve has been replaced by a new one donated by Paul Jellis. The siphon is now working well.
- (3) The tail race arch has been repaired by Roy Cutler, the brickie.
- (4) Replacing the gable shutters has now begun.

4. Registration : The Executive Committee agreed at its meeting on 2 October that the mill should secede from the registration scheme. A letter has been sent to ReSource advising them of this decision. After 31 December therefore, the mill will cease to be a registered museum. Those wishing to see the detailed reasons can obtain a copy from the Secretary.

### **5. Future events**

- (1) The mill is participating in the exhibition 'Tring's Local Mills' to be staged by The Tring & District Local History & Museum Society in the Victoria Hall, 28 and 29 November in association with the town's 'Victorian Fiesta'.
- (2) A 'Breadmaking' (by machine or in the oven) evening has been organised jointly by the Ivinghoe & Pitstone W.I. and the Watermill for Tuesday 13 January 2004 at 8.00pm in the large room at Pitstone Memorial Hall (admission £3.00). The Speaker is Stanley Gauvain, Cereals Director of the Campden and Chorleywood Food Research Association.

David Lindsey

### **Programme Secretary – Sue Lipscomb**

Most of the talks since the last AGM have been held in the Pitstone Memorial Hall, but in May we made a move to this room at the museum. Since then we have had two talks here, one about the Rare Breeds Survival Trust and one about the Victorian Schools. The venue was ideal for both, but whenever we feel the response will be particularly large, as with Emlyn Jones' talk about the Himalayas, we will have to revert to the Memorial Hall again.

Attendance at the talks this year has been very good, and feedback positive. There has been an average of 35 people in attendance, which compares extremely favourably with the average in recent years. Do please keep attending these talks, and if you are one of our members who rarely do so, then maybe you could suggest talks to me that would appeal to you.

Sue Lipscomb

### **Publicity Secretary – Anne Ball**

The publicity work continues much as in previous years. Both the Watermill and Museum now have a website address and I understand these generate a number of enquiries.

Some local newspapers have changed their deadlines, which makes sending out letters for open days more time consuming. Some want them earlier, some later. I am contacting them all during the winter with a view to using their email to send in details of open days.

Sandra Barnard has taken over some of the work previously done by the publicity secretary, for which I am grateful and this is working well from my point of view.

We continue to look for new avenues of free advertising and both Norman and David have given information for articles in both local newspapers/radio stations, which I am sure encourages visitors.

As always, my thanks to those who helped with the leaflet distribution this year.

Anne Ball

## **CONSTITUTION**

Gill said that the committee have all agreed the proposed changes as suggested by the Charity Commission and that these changes should go ahead.

### **1.**

#### Constitution 2003 version

#### 5. MEETING

##### d) Quorum

The quorum for a meeting of the Society shall be 10 member or 10% of the total membership whichever shall be the less (including representatives of corporate members).

#### New version

"The quorum for a meeting of the Society shall be 10 members or 10% of the total membership, whichever shall be the **greater** (including representatives of corporate members)."

### **2.**

#### Constitution 2003 version

#### 11. AMENDMENTS

The Constitution may be amended by a two-thirds majority of members present at an annual or special general meeting, provided that 10 days notice of the proposed amendment has been sent to all members. No amendment shall be made which would have the effect of causing the Society to cease to be a charity in law.

#### New version

"(1) Subject to the following provisions of this clause the Constitution may be altered by a resolution passed by not less than two thirds of the members present and voting at a general meeting. The notice of the general meeting must include notice of the resolution, setting out the terms of the alteration proposed.

(2) No amendment may be made to clause 1 (the name of the charity clause), clause 2 (the objects clause), the new personal interest clause, clause 12 (the dissolution clause) or this clause without the prior consent in writing to the Commissioners.

(3) No amendment may be made which would have the effect of making the Charity cease to be a charity at law.

(4) The Executive Committee should promptly send to the Commission a copy of any amendment made under this clause."

### **3.**

#### New 'personal interest' clause

Executive Committee Members not to be personally interested.

“Except with the prior written approval of the Charity Commission, no member of the Executive Committee shall acquire any interest in property belonging to the Charity (otherwise than as a trustee for the Charity) or receive remuneration or be interested (otherwise than as a member of the Executive Committee) in any contract entered into by Executive Committee.”  
(Taken from our model Constitution (GD3), 1998)

Proposed by David Lindsey seconded by Anne Ball, all in favour, carried

**ELECTION OF OFFICERS AND COMMITTEE**

<b>Chairman</b>	<b>Gillian Arney</b>	<u>Proposed by</u> John Wallis	<u>Seconded by</u> Sue Lipscomb
<b>Vice Chairman</b>	<b>position vacant</b>		
<b>Treasurer</b>	<b>John Wallis</b>	Val Rayner	David Lindsey
<b>Secretary</b>	<b>Brenda Grace</b>	Jean de Selincourt	Gaynor Wiseman

**COMMITTEE**

<b>Museum Manager</b>	<b>Norman Groom</b>
<b>Deputy Museum Manager</b>	<b>Peter Keeley</b>
<b>Watermill Manager</b>	<b>David Lindsey</b>
<b>Programme Secretary</b>	<b>Sue Lipscomb</b>
<b>Publicity Secretary</b>	<b>Anne Ball</b>
<b>Trading Secretary</b>	<b>Jeannette Wallis</b>
<b>Archivist</b>	<b>Gillian Arney</b>
<b>Committee member</b>	<b>Vacant</b>

The committee were voted en bloc, Proposed by Val Rayner seconded by Kit Kite and carried.

With the resignation of Val Rayner in the post of Craft Co-ordinator, we have received a nomination from Gillian Loose to take this post, this was proposed by Gillian Arney and seconded by Brenda Grace and carried. Gill Arney welcomed Gillian on to the committee.

We still have the position vacant for one committee member.

**Appointment of Independent Examiner**

David Hardwick was proposed by John Wallis and seconded by David Lindsey, and carried.

David Lindsey proposed a vote of thanks to the Chairman for all her efforts.

**Any other business**

Norman said a 'procedure' document for the executive committee should be produced in draft form. Gill asked him if he would do this, he agreed.

Brenda wished to thank the team for the work they had done at the beginning of the season, on the refurbishment of the Refreshment area.

Gill thanked Mary Tyrrell for her work with the refreshment at the monthly meetings.

The meeting closed at 9.30pm.

This was followed by tea and coffee and rock buns which had been made by Sue.

The proposed video on farming, which runs for approximately fifty five minutes, could not be shown as there was not enough time following the AGM.

