

# **DOCKLANDS HISTORY GROUP CIO**

## **TRUSTEES' ANNUAL REPORT**

### **FOR THE PERIOD**

**FROM 1<sup>st</sup> JANUARY 2022 TO 31<sup>st</sup> DECEMBER 2022**

#### **DETAILS OF CHARITY**

**Name of Charity:** Docklands History Group

**Charity Registration Number:** 1184430

**Charity's Address:** 36 Manorgate Road, Kingston Upon Thames, Surrey, KT2 7AL

#### **Summary of Purposes of the Charity as set out in the Governing Document:**

To promote for the public benefit the study of the history of the Port of London and the River Thames by organising lectures, conferences, study tours and other relevant activities available to all and by publishing academic papers and other material relevant to the subject.

#### **Charity Structure, Governance and Management:**

The Docklands History Group was incorporated as a CIO on the 16<sup>th</sup> July 2019. Its governing document follows the Charity Commission's Association Model for Charitable Incorporated Organisations.

The CIO is managed by a small group of Trustees who also have specific areas of responsibility for the operations of the Group. At the 31<sup>st</sup> December 2022, the Trustees were as follows:

#### **Trustees 31<sup>st</sup> December 2022:-**

Edward Sargent	Chairman
Malcolm Tucker	Treasurer
Chris Ellmers	Chairman of Editorial Board
Sally Mashiter	Programme Secretary
Chris Everett	Conference Co-ordinator
Peter Stone	Social Media Co-ordinator
Graham Hall	Financial Control Scrutineer
Tim Peake	(co-opted by Trustees 6 <sup>th</sup> April 2022, elected at July 2022 AGM)
Lorraine Ellmers	(co-opted by Trustees 7 <sup>th</sup> September 2022)

On the 31<sup>st</sup> December 2022 there were nine Trustees, one of whom was co-opted (Lorraine Ellmers).

The then Chairman, Edward Sargent, resigned as both a Trustee and Chairman of the Docklands History Group CIO on 13<sup>th</sup> April 2023. Whilst Edward Sargent remains a very supportive Member of the Docklands History Group, his resignation resulted in some necessary immediate and formal changes on the management front. On 18<sup>th</sup> April 2023 Trustees agreed to Chris

Ellmers becoming Acting Chairman. Chris Ellmers amended the Charity Commission Register on 20<sup>th</sup> April 2023 to record Edward Sargent's resignation and a new Registered Address. At the date of the compilation of the 2022 Trustees Annual Report (July 2023), the eight Trustees of the CIO were as follows:

### **Trustees July 2023:-**

Chris Ellmers	Acting Chairman
Malcolm Tucker	Treasurer
Sally Mashiter	Programme Secretary
Chris Everett	Conference Co-ordinator
Peter Stone	Social Media Co-ordinator
Graham Hall	Financial Control Scrutineer
Tim Peake	
Lorraine Ellmers	(co-opted by Trustees 7 <sup>th</sup> September 2022)

Due to the impact of the Covid-19 Pandemic the Docklands History Group CIO was unable to hold its first AGM until March 2022 (for the period June 2019-December 2020), with a supplementary EGM in April 2022, and a further AGM in July 2022 (for 2021). At the July 2022 AGM, all of the then Trustees stood down and were formally elected – along with Tim Peake (previously co-opted) – for terms varying from one to three years. The CIO Group has continued to seek new Trustees, by appeals to its members and outside supporters.

The Governing Document specifies that decisions of the members of the CIO may be taken by means of resolution at a general meeting but there is no provision for postal or electronic voting.

Trustees met on seven occasions in 2022. Trustee meetings took place in accordance with previously circulated agendas, and all were minuted. The Treasurer provided regular financial reports across the year. Trustees remained in regular contact with each other, between meetings, by email. All decisions made by email were carefully recorded.

Trustees began reviews of a number of operational and policy areas relating to the governance of the Group. These included systems relating to Financial Control Procedures and a Digital Archive.

There are no Corporate Trustees and none of the Trustees hold title to any property belonging to the Charity. There are no Custodian Trustees, and no funds are held on behalf of others.

The Group had no paid employees in 2022. None of the Trustees received any payment from the Charity apart from the reimbursement of legitimate operational expenses incurred on its behalf.

### **THE DOCKLANDS HISTORY GROUP'S ACTIVITIES IN THE PERIOD COVERED BY THIS REPORT**

March 2022 saw a welcome return to the Group's programme of monthly meetings at the Museum of London Docklands. Covid-19 restrictions meant that the Museum had been unable to provide the usual meeting room throughout 2021 and in February 2022. Eight well-attended monthly meetings took place in 2022, with the October meeting having to be cancelled due to a national rail strike. An external Group visit took place in August 2022.

The Covid-19 Pandemic prevented the Group from hosting its Annual May Conferences in 2020 and 2021. On the 21<sup>st</sup> May 2022, however, the Group held its previously cancelled Annual Conference on *London's Sailortowns: People Communities and the Thames*, at the Museum of London. Although this was very successful, numbers were lower than those which would have been achieved when the same event had to be cancelled in 2020.

Initial preparations also took place in connection with the 2023 Annual Conference (*Eighth Thames Shipbuilding Symposium*) on 20 May 2023 (now taken place).

Work continued on the programme of publication of the *Proceedings* of previous conferences but at a reduced pace.

The Group is pleased that despite the various setbacks of the Pandemic the support of the membership remained strong, with the number of subscribing and honorary members by mid-April 2022 having amounted to 79.

The Group continued to maintain and update its very informative website. The Group's Mailing List included around 350 persons, including both members and more general supporters. At the end of December 2022, the Group's Facebook Group had 692 followers.

## **FINANCIAL REVIEW**

### **Review of the Charity's Financial Position at the End of the Period covered by this Report**

The Group's main sources of income are the subscriptions and donations of the members, supplemented by income from Annual Conferences and sales of *Conference Proceedings*.

The Group's financial position had earlier been adversely affected by the Pandemic, which resulted in the cancellation of its Annual Conferences. Past experience has shown that conferences usually generate a modest surplus which helps support the other work of the Group. Not being able to hold the CIO's first AGM until March 2022 meant that the planned transfer of funds from the original Docklands History Group was delayed. This is expected to be accomplished during 2023, providing a considerable reserve fund.

The Covid-19 Pandemic caused us to cease holding meetings from April 2020 to February 2022 inclusive. Consequently, there was a considerable reduction in expenditures for room hire and speakers' fees, although insurance and communications expenditures needed to be maintained. In compensation, we reduced our yearly subscription rates significantly for the years 2021 and 2022. Membership numbers were thereby largely maintained. Pre-paid room-hire fees, for the use of the meeting room at the Museum of London Docklands, were carried forward from 2020 through to 2022.

From 2022 the Museum had to increase its room hire charges significantly, to cover the cost of extra security staff, since the Museum now closes to the public at the time our meetings start. This and less than expected takings from our annual conference resulted in a deficit for the year 2022, offsetting a net increase in funds through the Covid years. Subscriptions have been raised significantly for 2023, while limited by consideration of what our membership will afford.

At the end of 2022, the finances of the Group remained on a secure footing and sufficient to fund its future activities.

None of the Group's funding is restricted to specific purposes.

## **Reserves Policy**

The Trustees of the Docklands History Group do not consider it currently necessary to have a reserves policy. This is because it has a low turnover and financial transactions that are simple and, above all, relatively predictable. The Trustees take care to ensure that no financial commitments are made unless there is sufficient funding to cover these. The Trustees will continue to ensure that there is always available funds to cover any unforeseen expenditure.

## **DECLARATION:**

**The Trustees declare that they have approved the Trustees' Report above.**

**Signed on behalf of the Docklands History Group's Trustees:**

**Signature:** 

**Name:** Chris Ellmers

**Position:** Acting Chairman, Docklands History Group

**Date:** 6<sup>th</sup> September 2023 (Trustees' Report approved at DHG AGM on the same date)

**DOCKLANDS HISTORY GROUP (CIO)**

**RECEIPTS AND PAYMENTS ACCOUNTS**

**FOR PERIOD 1<sup>ST</sup> JANUARY 2022 TO 31<sup>ST</sup> DECEMBER 2022**

<b>Section A, Receipts and Payments</b>					
	<b>Unrestricted funds</b>	<b>Restricted funds</b>	<b>Total funds</b>	<b>Last year (2021)</b>	<b>Notes</b>
<b>A1 Receipts</b>					Notes 1, 2
Donations	50	0	50	297	
From Visitors at meetings	108	0	108	0	
Subscriptions for current year	279	0	279	483	Note 7
Subs. received in advance for next year	40	0	40	358	Note 7
Refreshments Sales	70	0	70	0	
Publications sales via bank and direct	100	0	100	123	
Publications sales by PayPal	44	0	44	43	
Conference tickets	2238	0	2238	0	
<b>Total receipts</b>	<b>2929</b>	<b>0</b>	<b>2929</b>	<b>1304</b>	
<b>A3 Payments</b>					Notes 1, 2
Room-hire for meetings	786	0	786	0	
Speakers' fees and expenses	80	0	80	0	
Insurance	352	0	352	0	Note 8
Website	60	0	60	60	
Printing and mailing	61	0	61	43	
Subscriptions to other societies	0	0	0	19	
Conference expenditure	1990	0	1990	0	
<b>Total payments</b>	<b>3329</b>	<b>0</b>	<b>3329</b>	<b>122</b>	
<b>Net of Receipts/(Payments)</b>	<b>(400)</b>	<b>0</b>	<b>(400)</b>	<b>1182</b>	
<b>A6 Cash funds last year end, brought forward</b>	<b>1597</b>	<b>0</b>	<b>1597</b>	<b>415</b>	
<b>Cash funds this year end</b>	<b>1197</b>	<b>0</b>	<b>1197</b>	<b>1597</b>	
<b>Section B Statement of assets and liabilities at the end of the period</b>					
Categories	Details	<b>Unrestricted funds</b>	<b>Restricted funds</b>	<b>Endowment funds</b>	<b>Notes</b>
<b>B1 Cash funds</b>	Lloyds Bank	682	0	0	
	PayPal account	515	0	0	
	<b>Total cash funds</b>	<b>1197</b>	<b>0</b>	<b>0</b>	
<b>B2 Other Monetary assets</b>	Prepayments for room hire	167	0	0	Note 3
<b>B5 Liabilities</b>	Details	<b>Fund to which liability relates</b>	<b>Amount Due (optional)</b>	<b>When due (Optional)</b>	
	Loan from Old Group	Unrestricted	46		Notes 4, 5
	Creditors payable within one year	Unrestricted	162		Note 6

## Notes to the Accounts

### 1) Receipts and Payments Accounts

The charity has a gross income below £25,000 per year. These accounts have been prepared on a Receipts and Payments basis in accordance with Charities Commission Guidance CC15d and modelled on the Charities Accounts Template CC16a.

### 2) Restricted Funds

The charity has no restricted funds.

### 3) Prepayments for Room-Hire

This is the credit given by the room-hirer for overpayments in 2022.

### 4) Relationship of the CIO to the Original Docklands History Group

The Docklands History Group (CIO) was set up by members of the committee of the original Docklands History Group (the Old Group), following a resolution made by that Group at a General Meeting in 2019. The resolution included the agreement that, following the first AGM of the CIO, all the assets and liabilities of the Old Group would be transferred to the CIO. The Covid 19 epidemic prevented holding that AGM until July 2022 and transfer of assets from the Old Group then commenced during 2023. The Old Group's funds therefore continued to be accounted separately during 2022.

### 5) Loan from Old Group

The loan from the Old Group received in 2020 will be cleared when the Old Group's funds are transferred to the CIO.  
See Note 4.

### 6) Creditors Payable within one year

These comprised payments for web hosting, mailings and conference publicity that were made by a trustee on behalf of the CIO in 2022 but not reimbursed by the year's end, so not included in the current year's payments (£162).

### 7) Subscriptions Received

Because these accounts are on a receipts and payments basis, subscriptions received and banked in advance of the beginning of year are shown in the preceding year's accounts. Subscriptions in advance for 2023 received by cheque (£220) were not banked before the close of 2022.

### 8) Insurance Payments

Insurance for the previous year 2021 is included here, it having initially been paid on behalf of the CIO by a Trustee.

**Approved by the Trustees of the Docklands History Group and signed on their behalf by:**

**Malcolm T Tucker, Treasurer:** *Malcolm T Tucker*

**Chris Ellmers, Acting Chairman:** *Chris Ellmers*

**Date:** 6<sup>th</sup> September 2023 (Trustees' Accounts approved at DHG AGM on same date)

The Docklands History Group is a Charitable Incorporated Organisation with Charity Number 1184430