

# THE CORPORATION OF WINCHELSEA

## Annual Report for the Year Ended 31 December 2019

### Introduction

1. The Corporation of Winchelsea was saved under s.14 of the 1883 Municipal Corporations Act and subsequent amendment to that Act under various Charity Acts. It is a not-for-profit organisation recognised as charitable by HMRC for tax purposes.
2. It is guided by the following objects:
  - a. To oversee the state of buildings in its charge, principally a Court Hall and three Town gates, ensuring they are preserved for the public benefit, working with other agencies to maintain their appearance.
  - b. To preserve the traditions and historical responsibilities associated with the role of Winchelsea as an Ancient Town of the Cinque Ports Confederation.
  - c. To maintain and manage a museum for the public benefit providing a record of the Town of Winchelsea and its people.

### Governance

3. Its governance document is a Constitution agreed in 2019. Led by a Mayor, who fulfils its ceremonial functions, its governing council comprises of up to 12 members. It meets 6 times per year and is supported by 3 sub-committees dealing with the Museum, fabric and strategic matters. It is supported by 3 officers, namely a Town Clerk, a Chamberlain and a Sergeant-at-Mace. Periods of office span one year and are renewable.
4. The following formed the Executive Board of the Corporation in 2019:

John Rodley  
Anthony Moore  
Donald Cameron-Clarke (until 31 December 2019)  
Michael Melvin  
Stephen Turner (until 8 June 2019)  
John Spencer  
Cynthia Feast  
David Page  
Robert Holland  
David Merrifield  
Carol Scoines  
Berenice Scott (from 21 April 2019)

**Principal address:** The Court Hall  
High Street  
Winchelsea  
East Sussex  
TN36 4EA

**Website:** [www.winchelsea.com](http://www.winchelsea.com)

### Meeting the Public Benefit

5. In pursuit of the above objects, the Court Hall has been available for public use throughout the year and a total of 215 events were held in it by the end of the year, compared with 237 in a similar period last year. These were varied and, in addition to use by local clubs and societies, included meetings of the local Parish Council, an art exhibition, support of Heritage Open Days and a Boden catalogue shoot. It also provided a twice weekly venue for the Post Office, a service much valued by the local community.
6. The Museum continued to develop, being open for six months of the year and attracting almost 1500 visitors. This is some 400 less in 2019, but the reasons for this are not apparent.

7. In parallel with this, the Corporation has continued to encourage engagement with the Town as a whole. This has particularly found expression in the relationship with the School, where the Mayor presented end of year awards and opened a new garden project. Co-operation with other clubs and societies has also been most encouraging, that with the Friends of the Ancient Monuments, the Millennium Artefacts Committee and the Guy Fawkes Society being particularly noteworthy.

8. The Mayor, assisted by the Deputy Mayor had attended a total of 68 official functions by the end of the year compared with 55 in a similar period last year. These included representing the Town in each of the other 13 towns of the Cinque Ports Confederation. This year, the Mayor also undertook the responsibilities of Speaker of the Cinque Ports. As well as conducting the ceremonial Speaker's Day in the Town, two meetings of the Standing Joint Committee were hosted.

9. In addition to its expenditure on normal running costs and statutory inspections, the major projects undertaken or commenced this year on Corporation property were:

- a. The redecoration of the Museum.
- b. Plumbing and carpentry works throughout the Court Hall.
- c. Completion of the fitting of information plaques.
- d. Vegetation removal at the New Gate
- e. Work to renovate the Town Sign.

## **Finance**

10. The loss of Jurat Stephen Turner, a former Mayor and, at the time of his death, Treasurer of the Corporation, is recorded with great sadness. His contribution across the Town over many years has been very significant and will be much missed.

11. The Accounts attached to this report shows the existing investments and reserves. The Corporation is, again, grateful for the support of the Friends of the Ancient Monuments and Museum and the Millennium Artefacts Committee and for all those members of the community who have donated throughout the year. For its part, the Corporation has sought to exercise sensible economy and to manage its resources for the benefit of all. The Corporation decided in June that it would align its financial year with the calendar year, so these accounts cover a 10 month year, 1 March -31 December 2019.

12. With no regular revenue raising powers, Corporation reserves are vested in a Bond designed to cover one year of expenditure, plus that required to meet arising capital projects when necessary. A reserve fund also exists to cover unexpected commitments for the Museum

## **Looking Ahead**

13. In continuation of last year, the Corporation's priorities for 2020 will be:

- a. To conclude charitable status discussions with the Charity Commission.
- b. To implement the 5 year maintenance plan for properties in the charge of the Corporation and encourage fund raising efforts to support it.
- c. To continue to enhance community engagement.
- d. To raise awareness of and increase visits to the Museum.

14. In conclusion, I would wish to acknowledge and thank all those who have given so much time to help the Corporation over the year. This includes all those mentioned above, but extends to the Museum volunteers, those who look after the cleaning of the Court Hall and those who maintain the gardens. I would also wish to acknowledge the help of the local authorities with whom we deal, namely East Sussex County Council, Rother District Council and, particularly, Icklesham Parish Council and our local Ward Councillors, for their support. The fact is that we could not manage without you all.

John Rodley  
Mayor

**WINCHELSEA CORPORATION**  
**COMPOSITE RECEIPTS AND PAYMENTS ACCOUNT**  
**FOR THE PERIOD 1 MARCH - 31 DECEMBER 2019**

**Receipts**

			<b>1 Mar-31 Dec 2019</b>	<b>Year Ending 28 Feb 2019</b>
1	Corporation General	Hire of Court Hall	£1,580	£1,335
2		Sale of Town Guides	£574	£392
3		Queen's Dues and Rents	£133	£48
4		Donations	£628	£1,346
5		Mayor/Speaker Events	£3,610	£372
6		Electricity Meter	£100	£314
7		Website sharing contributions	£192	-
8		<b>Total</b>	<b>£6,817</b>	<b>£3,807</b>
9	Ancient Monuments	Donations	£1,167	£923
10		Grants	£1,320	£3,253
11		Other	£635	£188
12		<b>Total</b>	<b>£3,122</b>	<b>£4,364</b>
13	Museum	Admission fees	£2,606	£2,722
14		Sales	£828	£983
15		Grants	£600	£600
16		Donations	£156	£253
17		Other	£30	-
18		<b>Total</b>	<b>£4,220</b>	<b>£4,558</b>
19	Interest		£1,215	£1,060
20	<b>Total receipts</b>		<b>£15,374</b>	<b>£13,789</b>

**Payments**

			<b>1 Mar-31 Dec 2019</b>	<b>Year Ending 28 Feb 2019</b>
1	Corporation General	R&M and Upkeep	£823	£54
2		Rates and Utilities	£1,098	£719
3		Insurance	£998	£833
4		Professional Fees	£400	£329
5		Confederation	£320	£310
6		Mayoral Expenses	£1,500	£1,200
7		Staff Costs	£200	£261
8		Office Expenses	£999	£410
9		Donations	£50	£50
10		Events costs	£4,070	-
11		Regalia	£1,350	£387
12		Website	£240	£48
13		<b>Total</b>	<b>£12,048</b>	<b>£4,601</b>
14	Ancient Monuments	New Gate	£1,320	-
15		Redecoration and Maintenance	-	£3,237
16		Plaques	£795	-
17		Insurance	-	£128
18		Fees	£140	£310
19		<b>Total</b>	<b>£2,255</b>	<b>£3,675</b>

			<b>1 Mar-31 Dec 2019</b>	<b>Year Ending 28 Feb 2019</b>
20	Museum	Maintenance	£251	£287
21		Utilities	-	£432
22		Insurance	£1,314	£1,263
23		Professional Fees	£200	£236
24		Equipment Purchases	£274	£94
25		Stock Purchases	£440	£456
26		Staff and office expenses	£54	£108
27		Subscriptions	£78	£56
28		Other	£30	-
29		<b>Total</b>	<b>£2,641</b>	<b>£2,932</b>
30	<b>Total Payments</b>		<b>£16,944</b>	<b>£11,208</b>

#### Balance of Funds

			<b>1 Mar-31 Dec 2019</b>	<b>Year Ending 28 Feb 2019</b>
1	Funds at period/year start as originally reported		£86,526	£83,945
2	Adjustment from accruals to Payment/Receipt basis		(£1,861)	0
3	Total		£84,665	£83,945
4	Excess/(Deficit) of Payments versus Receipts		(£1,570)	£2,581
5	<b>Year end total carried forward</b>		<b>£83,095</b>	<b>£86,526</b>

**WINCHELSEA CORPORATION**  
**BALANCE SHEET AS AT 31 DECEMBER 2019**

		31 Dec 19	28 Feb 19
	<b>Current Assets</b>		
1	Current Accounts HSBC and Santander	£19,670	£20,666
2	Deposit Accounts United Trust Bank	£63,425	£63,348
3	Deposit Account NS&I	0	£651
<b>4</b>	<b>Sub Total</b>	<b>£83,095</b>	<b>£84,665</b>
5	Stocks (Guide books and Museum Shop)	0	£1,115
6	Debtors (Prepaid Expenses)	0	£1,319
<b>7</b>	<b>Total Current Assets</b>	<b>£83,095</b>	<b>£87,099</b>
8	Current Liabilities (Professional Fees)	0	(£573)
<b>9</b>	<b>Net Current Assets</b>	<b>£83,095</b>	<b>£86,526</b>
10	General Fund	£4,933	£8,469
11	Capital Fund	£58,211	£58,867
12	Ancient Monuments Fund	£7,031	£6,240
13	Museum Fund	£12,920	£12,950
<b>14</b>	<b>Total</b>	<b>£83,095</b>	<b>£86,526</b>

**ANALYSIS OF MOVEMENT OF FUNDS**

		General Fund (1)	Capital Fund (2)	Ancient Mons. Fund	Museum Fund (3)	Total
1	Balance 1 Mar 19	£8,469	£58,867	£6,240	£12,950	£86,526
2	Adjustment from accruals	(£454)	(5)	(76)	(1,326)	(£1,861)
3	Balance Restated 1 Mar 19	£8,015	£58,862	£6,164	£11,624	£84,665
4	Receipts 1 Mar-31 Dec 19	£6,817		£3,122	£4,220	£14,159
5	Payment 1 Mar-31 Dec 19	(£12,049)		(£2,255)	(£2,640)	(£16,944)
6	Interest Received	£1,138			£77	£1,215
7	Transfers	£1,012	(£651)		(£361)	
<b>8</b>	<b>Balance 31Dec19</b>	<b>£4,933</b>	<b>£58,211</b>	<b>£7,031</b>	<b>£12,920</b>	<b>£83,095</b>

(1) Interest from UTB Bond. Transfers from Capital Fund and Museum Fund.

(2) Transfer is result of closure of NS&I account.

(3) Interest from UTB 100 day account reinvested. Transfer to General Fund to support Speaker's Day costs.