

THE CORPORATION OF WINCHELSEA

Registered Charity Number 1192506

Annual Report for the Year Ended 31 December 2020

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 was entered on the Charity Commission's Register of Charities on 24 November 2020.
2. Its objects are:
 - a. To preserve the historic traditions associated with the role of Winchelsea as an Ancient Town of the Cinque Ports Confederation.
 - b. To promote the preservation and maintenance of the historic Court Hall and town gates of Winchelsea and any other land and properties thereon in its charge.
 - c. To hold the Court Hall and the three town gates (New, Ferry and Strand) as designated land for the purposes of the Charity.
 - d. To oversee the state of the Court Hall, three town gates ensuring they are preserved for the public benefit, working with other agencies to maintain their appearance.
 - e. 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 Scheme approved by the Charity Commission. Led by a Mayor, who fulfils its ceremonial functions, its governing council comprises of up to 12 additional members. It meets 6 times per year and is supported by sub-committees dealing with the Museum, fabric and, this year, insurance. It has 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 2020, acting also as Trustees of the Charity:

David Page (Mayor and Chairman from 13 April 2020)
Anthony Moore
Michael Melvin
John Spencer
Cynthia Feast (until 13 April 2020)
John Rodley (Mayor and Chairman until 13 April 2020)
Robert Holland
David Merrifield
Carol Scoines
Berenice Scott
Peter Cosstick (from 13 April 2020)

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

The Executive Board held 7 meetings in 2020.

Website: www.winchelsea.com

Meeting the Public Benefit

5. In this respect, activities have been severely constrained by the public health emergency. This has chiefly manifested itself in the fact that the Court Hall was only used as a meeting place until mid-March, although the Post Office did re-open twice per week from late August until the second lock down.
6. Normally open for 6 months of the year, the Museum was closed throughout 2020.
7. Similarly, mayoral activities, both within the Town and with the wider Cinque Ports Community have been extremely limited. The annual Mayoring Ceremony was conducted in camera and was limited to a simple swearing in of the new Mayor. Speakership of the Cinque Ports was passed to Rye in a similarly low key event in May.
8. 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. Vegetation removal at the Strand Gate.
 - c. The renovation of the Town Sign.
 - d. Repair of the New Gate following accident damage.

Finance

9. The post of Treasurer was transferred to Deborah Upton in June. Without the Museum and with limited use of the Court Hall, income for the year has been severely affected and expenditure has therefore been restricted where possible. The Corporation received Business Rate relief and a Business Support Grant from Rother District Council and this has been very much appreciated. These sums have enabled us to balance our accounts for 2020 and the small surplus will be applied to 2021, where we have a deficit budget due to a loss of income.
10. The Accounts for the Corporation are produced on a 'receipts and payments' basis, and are attached to this report. The Corporation considers its finances at each full Corporation meeting, and financial decisions are not delegated to the Committees, other than for de minimis amounts.
11. With no regular revenue raising ability, Corporation reserves are invested in a Bond which provides for one year's revenue expenditure and money for capital projects. There is also a 100-day notice account which provides a further working reserve.
12. The Corporation is grateful for the donations provided by Friends of the Ancient Monuments (FOAM) (charity No. 1001486) which support the work of the Corporation in maintaining and preserving the ancient monuments and the museum.

Looking Ahead

13. The Corporation's priorities for 2021 will be:
 - a. To return to some degree of normality as soon as possible, re-establishing community engagement.
 - 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 review insurance arrangements with the ending of the existing 5 year agreement.
 - d. To review all our procedures to ensure best practice and full conformity to the requirements of our newly-acquired charitable status.

14. In conclusion, I would wish to acknowledge and thank all those who have assisted the Corporation during this unusual year. This includes all those mentioned above, but extends to those who have helped with limited work in the Museum, 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 councilors, for their support. We could not manage without them.

David Page
Mayor
For and on behalf of the Corporation of Winchelsea

THE CORPORATION OF WINCHELSEA
COMPOSITE RECEIPTS AND PAYMENTS ACCOUNT
1 JANUARY – 31 DECEMBER 2020

Receipts

			1 Jan - 31 Dec 2020	1 Mar-31 Dec 2019
1	Corporation General	Hire of Court Hall	£360	£1,580
2		Sale of Town Guides	£412	£574
3		Queen's Dues and Rents	£17	£133
4		Donations	£2,361	£628
5		Mayor/Speaker Events	0	£3,610
6		Electricity Meter and Refunds	£322	£100
7		Website Sharing Contributions	0	£192
8		Insurance Settlement	£780	0
9		Rother Grant	£10,000	0
10		Total	£14,252	£6,817
11	Ancient Monuments	Donations	£365	£1,167
12		Grants	0	£1,320
13		Other	0	£635
14		Total	£365	£3,122
15	Museum	Admission Fees	0	£2,606
16		Sales	£25	£828
17		Grants	£600	£600
18		Donations	£30	£156
19		Other	0	£30
20		Total	£655	£4,220
21	Interest		£1,167	£1,215
22	Total Receipts		£16,439	£15,374

Payments

			1 Jan - 31 Dec 2020	1 Mar-31 Dec 2019
1	Corporation General	R&M and Upkeep	£3,180	£823
2		Rates and Utilities	£686	£1,098
3		Insurance	£2,676	£998
4		Professional Fees	£1,223	£400
5		Confederation	0	£320
6		Mayoral Expenses	0	£1,500
7		Staff Costs	£200	£200
8		Office Expenses	0	£999
9		Donations	£50	£50
10		Event Costs	0	£4,070
11		Regalia	0	£1,350
12		Website	£240	£240
13		Total	£8,255	£12,048
14	Ancient Monuments	New Gate	0	£1,320
15		Strand Gate	0	0
16		Redecoration and Maintenance	£27	0
17		Plaques	0	£795
18		Fees	0	£140
19		Total	£27	£2,255
20	Museum	Maintenance	£969	£251
21		Utilities	0	0
22		Insurance	0	£1,314
23		Professional Fees	0	£200
24		Equipment Purchases	£61	£274
25		Stock Purchases	£80	£440
26		Staff and Office Expenses	0	£54
27		Subscriptions	£62	£78
28		Other	0	£30
29		Total	£1,172	£2,641
30	Total Payments		£9,454	£16,944

BALANCE OF FUNDS AS AT 31 DECEMBER 2020

		1 Jan - 31 Dec 2020	1 Mar-31 Dec 2019
1	Funds at start of year	£83,095	£86,526
2	Adjustment from accruals to payment/receipt accounting	0	(£1,861)
3	Total	£83,095	£84,665
4	Excess/(Deficit) of Payments versus Receipts	£6,985	(£1,570)
5	Interest reinvested UTB Museum account	£74	-
6	Year end total carried forward	£90,154	£83,095

BALANCE SHEET AS AT 31 DECEMBER 2020

		31 Dec 2020	31 Dec 2019
1	Current Accounts HSBC and Santander	£26,656	£19,670
2	Deposit Accounts United Trust Bank	£63,499	£63,425
3	Total Current Assets	£90,155	£83,095
4	Corporation General Fund (HSBC)	£14,719	£4,933
5	Ancient Monuments Fund (HSBC)	£5,268	£7,031
6	Museum Fund (Santander and United Trust Bank)	£11,957	£12,920
7	Capital Fund (United Trust Bank)	£58,211	£58,211
8	Total	£90,155	£83,095

ANALYSIS OF MOVEMENT OF FUNDS

		General Fund	Ancient Mon'mts	Museum Fund	Capital Fund	Total
1	Balance 31 Dec 19	£4,933	£7,031	£12,920	£58,211	£83,095
2	Receipts 1 Jan-31 Dec 20	£14,252	£365	£655	0	£15,272
3	Payments 1 Jan-31 Dec 20	(£8,255)	(£27)	(£1,172)	0	(£9,454)
4	Interest (From UTB A/cs)	£1,167	0	£74	0	£1,241
5	Transfers	£2,620	(2,100)	(£520)	0	0
6	Balance 31 Dec 20	£14,717	£5,269	£11,957	£58,211	£90,154

THE CORPORATION OF WINCHELSEA
NOTES TO THE ACCOUNTS
FOR THE YEAR 1 JANUARY – 31 DECEMBER 2020

1. Basis of Preparation. This is the first full year in which the accounts are presented on a receipts and payments, as opposed to an accruals basis. This is also the first full year in which the Corporation financial year and the calendar year have been aligned. Given that the 2019 accounts covered a 10 month reporting period, the two years are not directly comparable.
2. The Capital Fund. This was established in 1994 following the sale of Corporation land in Winchelsea. Its purpose is to provide funds for the day to day running of the Corporation from the interest generated. As the Corporation cannot raise revenue, other than by voluntary donations, this capital sum also acts as the Corporation's reserve, with no restriction on use.
3. The Ancient Monuments' Fund. This was established by public appeal in 1983 with the aim of providing additional income for the maintenance of the Court Hall and the three gates. That purpose continues working in concert with the more recently established charity, the Friends of the Ancient Monuments and Museum of Winchelsea.
4. Corporation Property. No value is included in the balance sheet in respect of property and land owned by or in the Corporation's charge, exhibits in the Museum and associated stock, or regalia owned by the Corporation.
5. Mayoral Expenses. The figure shown in the accounts is the sum the Corporation pays to the Mayor specifically to meet the costs associated with the representational task of that office, noting that the cost to the Mayor may be in excess of the allowance. The 2019 figure was higher to allow for the added responsibilities associated with Speakership of the Cinque Ports. The figure is much reduced in 2020 given the constraints imposed on activities in that year.