

THE CORPORATON OF WINCHELSEA

Registered Charity Number 1192506

ANNUAL REPORT AND FINANCIAL STATEMENTS

FOR THE YEAR ENDED 31 DECEMBER 2021

*Approved at the Annual General Meeting of the Corporation
held on 8th March 2022*

THE CORPORATION OF WINCHELSEA

Registered Charity Number 1192506

Annual Report for the Year Ended 31 December 2021

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, strategic matters. It has 3 officers, namely a Town Clerk, a Chamberlain and a Sergeant-at-Mace. Periods of office for all those covered by this paragraph span one year and are renewable.
4. The following formed the Executive Board of the Corporation in 2021, acting also as Trustees of the Charity:
David Page (Mayor and Chairman)
Anthony Moore
Michael Melvin
John Spencer (until 5 April 2021)
John Rodley (Treasurer from 13 July 2021)
Robert Holland
David Merrifield
Carol Scoines
Berenice Scott
Peter Cosstick
Deborah Upton (from 5 April 2021. Treasurer until 13 July 2021)
Stephen King (from 5 April 2021)
Rosemarie Roberts (from 5 April 2021)

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

Website: www.winchelsea.com

Meeting the Public Benefit

5. For the second year, activities have been severely constrained by the public health emergency. Despite reopening as a meeting place in March, take up has been very slow to recover. It was used on a total of 109 occasions compared with 233 in the last normal year. The main user was the Post Office, which reopened twice a week as soon as was possible, being much used since and providing a valuable benefit to local people.
6. With regards to care of properties in the charge of the Corporation a new Long Term agreement was negotiated to cover insurance up to 2026. Discussions were also commenced with East Sussex County Council regarding future care of the Gates. The Museum reopened in July, but visitor numbers have been some 25% lower than in a comparable period in the last normal year. However, considerable work was done during the closed period to upgrade the displays and this has led to a much improved visitor experience.
7. Mayoral activities, both within the Town and with the wider Cinque Ports Community have again been extremely limited. The Annual General Meeting was conducted via Zoom and the subsequent Mayoring Ceremony was limited to the swearing in of the Mayor and a new Freeman. However, it has been possible to enhance community engagement through the Town Fete and a Town tour and reception for people new to the Town. The School has displayed a Christmas window in the Court Hall, enabling public viewing throughout December.
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. Painting and redecoration of the Museum.
 - b. Vegetation removal at the Ferry Gate.
 - c. Renovation of the Town Well.
 - d. Full review of insurance arrangements.

Finance

9. It was anticipated that income streams would be severely reduced this year and expenditure has been restricted where possible. The deficit on the year was significant, although less than planned for at the start of the year and a tight budget is set for next year. However, it was decided to take a draw down from reserves to protect cash flow in 2022. The reduced business rate applied by Rother District Council to the Court Hall has been very much appreciated. The charity is also now enrolled with HMRC for Gift Aid.
10. The Accounts attached to this report show the existing investments and reserves. The Corporation is grateful for the support of the Friends of the Ancient Monuments and Museum and the Millennium Artefacts Committee and to many members of the community for their support this year. 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

11. The Corporation's priorities for 2022 will be:
 - a. To lead on matters concerning Jubilee events in the Town.
 - b. To pursue issues of property ownership, including registration of the Court Hall.
 - c. To implement plans to increase footfall in the Museum and other heritage sites.
12. In conclusion, I would wish to acknowledge and thank all those who have assisted the Corporation during the year. This includes all those mentioned above, but extends to those who have helped 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 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 8th March 2022

Statement of Independent Inspection of Accounts

For the Year Ended 31 December 2021

I was asked to undertake an independent review of the accounts for the Winchelsea Corporation for the year 1st January to 31st December 2021. I was given the excel spreadsheet, split down into five areas, which includes the consolidated accounts. It was agreed that all of the supporting documentation, such as receipts and invoices, would be made available if I needed any of them.

I undertook a review of the numbers, checked all of the formulae and can confirm that everything fits together. I raised a number of points emerging from my inspection and discussed these with the Treasurer.

I am happy with the answers and can now confirm the accounts for the calendar year 2021.

Jeremy R Naylor

CORPORATION OF WINCHELSEA
Registered Charity No. 1192506

Receipts and Payments Account (1)(2)(3)
For the year ended 31 December 2021

	General Fund	Museum Fund	Ancient Monuments Fund (4)	Capital Fund (5)	Total Funds	2020 Totals
	£	£	£	£	£	£
Receipts						
Grants		1,359	2,220		3,579	10,600
Court Hall Hire	185				185	360
Sale of Town Guides	600				600	412
Dues, rents & donations	606				606	17
General Donations	2,977	81	1,105		4,163	2,756
Events/ Projects Priming	1,823				1,823	0
Insurance Settlement					0	780
Electricity recovery	86				86	322
Museum Admissions		1,829			1,829	0
Museum Sales		425			425	25
Interest		47		1,168	1,215	1,241
Total Receipts	6,277	3,741	3,325	1,168	14,511	16,513
Payments						
Repair & Maintenance (6)	759	2,351	2,220		5,330	4,176
Utility Costs	851				851	686
Event and Project Costs (6)	4,801				4,801	50
Insurance	951	2,588			3,539	2,676
Prof Fees/Subs and Web	640	90	440		1,170	1,285
Mayoral & Civic Cost	1,300				1,300	200
Office & Regalia Expenses	774				774	0
Website Costs					0	240
Museum Exhibits		152			152	61
Museum Stock Purchase					0	80
Support Costs		903			903	0
Bank Charges	8		6		14	0
Other		372			372	0
Total Payments	10,084	6,456	2,666		19,206	9,454
Movement of Funds						
Net Receipts/(Payments)	(3,807)	(2,715)	659	1,168	(4,695)	7,059
Funds at 1 Jan 2021	14,719	11,957	5,268	58,211	90,155	83,096
Transfers	268		2,100	(2,368)		
Funds at 31 Dec 2021	11,180	9,242	8,027	57,011	85,460	90,155

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Balance Sheet
At 31 December 2021

Current Assets	2021	2020
	£	£
Bank Balances		
Current Accounts - HSBC and Santander	23,114	26,656
Deposit Accounts – United Trust Bank	62,346	63,499
Total	85,460	90,155
Unrestricted Funds (2)		
General Fund - HSBC	11,180	14,719
Museum Fund - Santander and UTB	9,242	11,957
Ancient Monuments Fund (4) - HSBC	8,027	5,268
Capital Fund (5) - UTB	57,011	58,211
Total	85,460	90,155

NOTES TO THE ACCOUNTS

1. Basis of Preparation. The accounts are presented on a receipts and payments, as permitted by s.133 of the 2011 Charities Act. This is the first full year in which the Corporation has operated as a charity registered with the Charity Commission. It has also been recognised as being eligible for Gift Aid by HMRC and has enrolled in that scheme.
2. Funds. All funds are unrestricted, but have been designated by the Trustees for the purposes described. The Trustees may designate the funds for other purposes at their discretion.
3. 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.
4. 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.
5. 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. It was invested in a 2 year Charity Bond in 2021
6. Projects, R&M. Includes works undertaken on Museum, Town Well and Ferry Gate in accordance with the objects of the charity.