

Trustees' Report and Unaudited Financial Statements for the year 1 January to 31 December 2023

Information about the Society

The Richmond Local History Society is a **registered charity** (no. **292907**). Its registered office is at 9 Bridge Road, St Margarets, Twickenham TW1 1RE. Its website is at www.richmondhistory.org.uk

Committee

Officers

Robert Smith *Chairman*

Elizabeth Velluet *Hon. Secretary*

Rose Constantine *Hon. Treasurer*

Ex-officio committee members

Paul Velluet *President*

Laura Irwin *Museum of Richmond* (until September 2023)

Victoria McGrath *Museum of Richmond* (from September 2023)

Janine Stanford *Richmond Local Studies Library and Archive*

Elected committee members

Shirley Clark *Membership Secretary* (until 22 May 2023)

Simon Fowler *Vice-Chair*

Jill Lamb

Shirley Newton

Dr Simon Targett

Co-opted committee members

Wendy Carter *Newsletter Editor* (co-opted In September 2023)

Mark Lucas *Membership Secretary* (co-opted in May 2023)

Honorary Independent Examiner

Derek Robinson

Membership or affiliation of the Society to other bodies

Arts Richmond

British Association for Local History (BALH)

London and Middlesex Archaeological Society (LAMAS)

Surrey Archaeological Society

Bankers

Barclays Bank UK PLC, 1 Churchill Place, London E14 5HP

Structure and governance

The Society is governed by its Constitution, which was adopted at the inaugural meeting of the Society on 24 June 1985 and amended at its annual general meetings on 18 May 1998 and 20 May 2002. The Constitution is published on the Society's website at <https://www.richmondhistory.org.uk/wordpress/wp-content/uploads/2021/03/RLHS-Constitution-as-amended-May-2002.pdf>

The Society is managed by a committee consisting of three elected officers (Chairman, Hon. Secretary and Hon. Treasurer), up to eight committee members elected by members at the Annual General Meeting and up to three further committee members co-opted during the year. Additionally, two *ex-officio* members represent the Museum of Richmond and the London Borough of Richmond upon Thames Libraries Service. The officers and the committee members are Trustees of the charity. The Society's President and any Vice-Presidents can attend committee meetings *ex officio* and have voting rights.

Objectives and activities

The charitable object of the Society, as set out in its constitution, is to promote the advancement of the education of the public by the study of local history relating to Richmond, Kew, Petersham and Ham. In furtherance of this it is empowered: i) to put on record and where appropriate publish the results of such study; ii) to receive and preserve documents, pictures and other relics; and iii) to organise meetings, exhibitions, and visits to places of historic interest.

The activities of the Society are set out below under *Achievements and performance*.

Achievements and performance

Our talks programme

Except in June, July and August, we hold talks at monthly intervals, at Duke Street Church and via Zoom. Our nine talks in 2023, all very well attended, are listed (with links) on our website at <https://www.richmondhistory.org.uk/wordpress/archive/2023-talks/> All but two of them were subsequently made available for viewing on our YouTube channel. One talk was held jointly with the Richmond Society and another jointly with the Kew Society.

Our journal, Richmond History

Richmond History 44, published in November, included articles on Kew Gardens, Richmond Park, Sudbrook Park, Ham House, George Vancouver, deaths in the Thames and

local attitudes in 1933 to the new German Reich. For the third year running, *Richmond History* (this time, no 43 - the 2023 issue) won in the Journal category of the London and Middlesex Archaeological Society (LAMAS)'s publications awards. The journal's editor received a certificate, and the Society an award of £100 (which was paid to us in 2024, together with the £100 award for the 2022 journal).

Other publications

We produced two other publications – a reissue (with minor amendments) of Simon Fowler's 2017 book *Poverty and Philanthropy in Victorian Richmond* and a second edition of J M Lee's 2011 book *Petersham: Radar and operational research 1940-1946*. Although published in January 2024, *Petersham: Radar's* costs were all incurred in 2023.

Walks and visits

We organised visits to the Museum of Richmond, the archives at Royal Botanic Gardens, Kew and Leighton House and Sambourne House in Kensington, and a programme of walks that took place in the late spring and early summer.

Membership

In 2023 we made a concerted effort to expand the Society's membership. This included running stalls at the Richmond May Fair and at Richmond Theatre's Open Day event. At year end we had 447 members – 103 joint and 241 single. (at the end of 2022 we had 413 members, 91 joint and 231 single).

We produced e-bulletins prior to each talk and three members' newsletters (in January, May and September).

Financial review

The Society has no premises and no staff. All its activities are undertaken by volunteers, who receive no remuneration for their efforts. The Society's only assets are cash, at the bank and in hand, and its stock of publications. It is difficult to attribute a value to the Society's publications stock and, as permitted by the Charity Commission for accounts prepared on a cash basis, it has been included at nil value. Publication costs are written off in the accounts as incurred.

Under its **general fund**, the Society receives income from membership subscriptions, visitor fees (for talks), charges for history visits, legacies and donations and bank interest. It incurs expenditure on:

- meetings (an annual general meeting with an accompanying talk and up to eight stand-alone talks during the year). Our meetings costs (£4,608), much higher than in 2022 (£2,014), were affected by the timing of hall hire payments: We were

not invoiced for the October, November and December 2022 meetings until 2023. The figures otherwise would have been £3,348 for 2023 and £3,274 for 2022,

- administration, including, in 2023, the capital cost of £195 for two SumUp machines, usable over several years
- affiliations and insurance
- publicity, including, in 2023, hiring a marquee for our Richmond May Fair stand and purchasing new banners and signs which can also be used for future events
- history visits, which usually cover their costs by payments from participants
- members' newsletters, mailed out three times a year (In 2022 there had been no January newsletter as one had been produced in the previous month, December 2021). The 2023 cost includes £257 relating to the November 2022 newsletter.

The Society received an income under its general fund of £6,975 (£4,976 in 2022); this included £5,204 (£4,487 in 2022) in members' subscriptions.

The general fund outgoings for the year were £9,419 (£5,098 in 2022). This included £2,896 (£1,699 in 2022) for printing and distributing the newsletter.

The general fund had a deficit of £2,444 (a deficit of £122 in 2022), the difference being largely due, as described above, to the issue of three newsletters in 2023 rather than 2, and the meeting cost in 2023 including 3 months' hall hire which related to 2022.

Under its **publications fund**, the Society incurs expenditure on publications, including a journal, and receives income from publications sales (through its bookstalls and online bookshop, and via local bookshops).

Sales of publications were £2,707 in 2023 (£1,510 in 2022). As in previous years, publications sales figures are based on cash received rather than invoices issued.

Publications costs were £2,866 (£2,581 in 2022) This included payment for external help in updating the online journal index.

The publications fund had a £159 deficit (compared with a deficit of £1,071 in 2022)

Reserves policy

The Society's **reserves policy** is to ensure that it has sufficient funds to maintain, for at least six months, the activities that come under its general fund and that it has sufficient reserves in its publications fund to enable the funding of new or reprinted publications anticipated over the next five years. The Trustees are satisfied that the Society's financial reserves are sufficient for it to continue at its current level of activities.

Declaration

The trustees declare that they have approved the trustees' report above.

By order of the Trustees
Elizabeth Velluet, Hon. Secretary
16th February 2024

THE RICHMOND LOCAL HISTORY SOCIETY

Registered Charity no.292907

BALANCE SHEET YEAR ENDED 31 DECEMBER 2023

	2023	2022
<u>ASSETS</u>		
Cash at Bank Current Account no.1	1,587	2,825
Current Account no.2	879	2,307
Virgin Money Charity Deposit Account	11,031	10,969
Cash Floats	90	90
Stock of Publications (see Trustees' Report)	-	-
Total assets	£ 13,587	£ 16,191

Represented by:

FUNDS

	2023	2022
<u>GENERAL FUND</u>		
B/fwd at 1 January 2023	11,692	11,816
Surplus/deficit for the year	- 2,444	- 122
C/fwd at 31 December 2023	9,248	11,694
<u>PUBLICATIONS FUND</u>		
B/fwd at 1 January 2023	4,498	5,568
Surplus/deficit for the year	- 159	- 1,071
C/fwd at 31 December 2023	4,339	4,497
Total funds	£ 13,587	£ 16,191

THE RICHMOND LOCAL HISTORY SOCIETY

Registered Charity no.292907

GENERAL FUND

YEAR ENDED 31 DECEMBER 2023

	2023	2022
<u>RECEIPTS</u>		
Members' subscriptions	5,204	4,487
Visitor fees for talks	360	110
Donations - general	817	30
Contribution to cost of joint talk	180	-
Interest received	62	29
History visits	352	320
Total Receipts	6,975	4,976
<u>PAYMENTS</u>		
Meetings	4,608	2,014
Newsletter printing and postage	2,896	1,699
Administration incl. insurance	924	621
Affiliations	190	165
Publicity	428	86
History visits	373	513
Total Payments	9,419	5,098
<u>SURPLUS / (DEFICIT) FOR THE YEAR</u>	<u>-£ 2,444</u>	<u>-£ 122</u>

PUBLICATIONS FUND

YEAR ENDED 31 DECEMBER 2023

	2023	2022
<u>RECEIPTS</u>		
Sales of publications	2707	1510
Total Receipts	2707	1510
<u>PAYMENTS</u>		
Publications production costs	2808	2389
Publications postage and packing	58	192
Total Payments	2866	2581
<u>SURPLUS / (DEFICIT) FOR THE YEAR</u>	<u>-£ 159</u>	<u>-£ 1,071</u>

Independent Examiner's Report to the trustees of The Richmond Local History Society

I report to the trustees on my examination of the accounts of The Richmond Local History Society ('the Society') for the year ended 31 December 2023.

Responsibilities and basis of report

As the charity trustees of the Society you are responsible for the preparation of the accounts in accordance with the requirements of the Charities Act 2011 ('the Act').

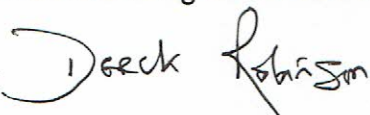
I report in respect of my examination of the Society's accounts carried out under section 145 of the 2011 Act and in carrying out my examination I have followed all the applicable Directions given by the Charity Commission under section 145(5)(b) of the Act.

Independent Examiner's statement

I have completed my examination. I confirm that no material matters have come to my attention in connection with the examination giving me cause to believe that in any material respect:

1. accounting records were not kept in respect of the Society as required by section 130 of the Act; or
2. the accounts do not accord with those records.

I have no concerns and have come across no other matters in connection with the examination to which attention should be drawn in this report in order to enable a proper understanding of the accounts to be reached.

Signed: 

Name: Derek Robinson

Relevant professional qualification: FCA

Address: 17 Old Palace Lane, Richmond, Surrey TW9 1PG

Date: 27 March 2024