

Annual General Meeting 2020

Due to the Covid-19 closure of meeting rooms it has not been possible to hold our normal physical AGM, however the relevant papers follow:

1. Minutes of the AGM held on 8th May 2019
2. Annual Report presented by the Chairman on behalf of the Trustees
3. Presentation of certified accounts for year ending 31st December 2019
4. Election of Trustees
5. Appointment of Independent Examiner of the Accounts

ITEM 1: MINUTES OF THE ANNUAL GENERAL MEETING HELD ON 8th May 2019 IN THE OLD BREWHOUSE, OSTERLEY PARK

Present: Committee members John James (Chairman), Douglas Craik, Patricia James and Susan Parsons and 30 members.

1. Apologies for absence

1.1. Committee members Michael Doran, Margaret Friday and Keith Rookledge, and members Carol Baker, Susan Kendrick, Susan Smith.

2. Minutes of the AGM held on 16th May 2018

2.1. Proposed by Pat Elliott and seconded by Peter Bush, the minutes of the meeting held on 16th May 2018 were agreed as a true and accurate record.

3. Annual Report presented by the Chairman on behalf of the Trustees

3.1. As a charity (for tax purposes), the Friends' main purpose is to support the work of the National Trust and its programme of conservation and improvement at Osterley Park and House. During 2018 and early 2019 we certainly did this in many ways.

We continued to maintain the buggy which is such an important service for visitors. There was urgent need in the House to maintain and improve the costume collection. We decided to give an annual donation which enabled the costume team to order new costumes, wigs and wardrobes. The Chairman said that Sheila Underwood wished to say a few words on behalf of the costume volunteers. She had been a volunteer for 30 years and looked after costumes. She said how grateful they were for the very generous donations. They had started to spend the money which would be for new wardrobes, new wigs, buttons from specialists, including one in York "Duttons for Buttons". Once they had made more costumes they hoped that they could do a presentation sometime next year showing how the money had been spent.

3.2. Our annual support of the flower growers continues. I was delighted to receive an email from Vivian Tobitt, National Trust London and South East Supporter Groups Business Support Contact, wishing us all the best for our AGM and thanking the Friends for our generous donations and continuing support. She said that she knew our donations were the result of a lot of hard work on the part of the committee and the generosity of our members, without whose assistance the Trust would not be able to undertake many of their projects. She gave her warmest thanks to everyone for what had been achieved and wished us all the best for a successful year ahead.

3.3. We continue to have monthly coffee mornings, supported by Neil Cole, in the Brewhouse.

Six had staff members as speakers. Staff members have contributed to their success as they give us updates. In January Neil gave us an introduction to the proposed Experience Design project. This is the National Trust's process looking at how a property can deliver its visitor offer and visitor business in the long term. A programme of meetings will take place during the summer, and will culminate in a 10 year master plan. In March the speaker was Sophie Slater Commercial Manager, in July Ffion George, House and Collections, in particular on the plans for the Made for the Table exhibition during the winter. This was an exhibition of contemporary and historic silver

from the Goldsmiths' Company's collection, with a display of Osterley's rarely seen silver collection. In August Ben Griffiths gave us an update on the work of the Rangers. In September Andy Eddy, Head Gardener was our speaker on the proposed renovating of the Grade 1 listed Robert Adams designed Garden House. In November we had Lyndsey Feeney, Visitor Experience.

There were six talks by our members and guest visitors: in February Douglas Craik on "planning Friends' holidays", in April Margaret Friday on her Uzbekistan holiday, in May Gail Sanderson on "the background to country house visiting 1700 – 1830", in June the subject was "early volunteering at Osterley Park Part 2", led by Margaret Friday, in October Andrea Cameron was the speaker on "round and about Osterley", and in December Christine Diwell spoke on "villages that make up the London Borough of Hounslow".

If you would like to give a talk in do get in touch with me.

3.4. The Friends' holiday, once again very well organised by Douglas, was to Liverpool in August.

I would like to thank the 2018 Trips Group, facilitated by Douglas – Rita Ford, Margaret Friday, Pat Herod, Angela Lynskey and Barrie Pyle. Trips took place in April to Highclere, in May to Buscot Park, in June to Baddesley Clinton and Packwood House, in July to Henley and Stonor Park, in September to Scotney Castle and finally in October to Fort Nelson and the Portsmouth Museum.

We are grateful to Margaret Friday for once again arranging London Visits, which in 2018 were in April to the Design Museum, in May to Mercers Hall, in June to the Chelsea Physic Garden, in July to Forty Hall, in September to Headstone Manor and lastly in October to Gunnersbury Park.

3.5. Our Autumn Reception was held in September and we were fortunate to have as the speaker Megan Tanner, General Manager of Ham. The Christmas Lunch was again well attended, the meal was excellent, as was the wine.

3.6. I attended National Trust London and South East Supporter Group Meetings and also the National Trust AGM held once again at Steam in Swindon.

3.7. Neil attends part of our committee meetings and gives updates. Committee discussions included purchases for Osterley Park and House, planning Friends' activities, advertising for committee members in REACH, the General Data Protection Regulations (GDPR) and the Friends' website. Some of you may have received the Hounslow Council Conservation Area Appraisal consultation paper which included the Osterley Park area. Mike Doran, who oversees our Community Links and Publicity, sent a response on behalf of the Friends. If you would like a copy of the response you can email him.

3.8. Thanks are due to Douglas Craik Vice-Chairman, Treasurer, Newsletter Editor, 100 Club organiser, holiday organiser ... the list goes on. Thanks also to Margaret Friday London Visits organiser, and regular contributor of articles for the newsletter. She has sent her apologies for the AGM as she is on a trip to Vilnius, hopefully gathering material for another talk. As already mentioned, Mike Doran oversees Community Links and Publicity and we value his expertise. We are grateful to Keith Rookledge for his contribution as our Membership Secretary. Joan Mound has given many years of service to the committee and we continue to benefit from her experience. Patricia James as Honorary Secretary continues to prepare agendas and minutes for the committee. If you would like to join us on the committee do please contact me.

3.9. The report was adopted.

4. Presentation of certified accounts for year ending 31st December 2018

4.1. Douglas Craik gave a presentation on the accounts. Income amounted to £12,925.46 (£13,068.98 2017). This figure included surplus from the holiday £4,178.95, from coach trips £1,726.50, from coffee mornings £618 and from London visits £379.50, from donations through the buggy £1,432.

Subscriptions amounted to £2,462 and 100 Club net £709, with £12 miscellaneous donations.

Each share of the 100 Club cost £12, of which £6 went in prizes and £6 donations. The holiday had produced more of a surplus than expected: one visit entry fee had not been charged, and Liverpool University changed accommodation and therefore greatly reduced the charge; most was refunded to those who had gone on the holiday. The figure for buggy donations reflects the sale of the old buggy when the new buggy was purchased. Gift Aid amounted to £1,407.51 (£921.33 2017) and the increase was because gift aid was received on the donation part of the £12 share. On three occasions the buggy donation box had been stolen or broken into. Last year the sign on the buggy had been replaced.

4.2. Douglas said that expenditure was of two types, donations to the National Trust and operating costs ("Friends Expenditure" in the accounts). Donations were about the same as last year. Regular donations were to flower growers, doubled as last year we were well under our "budget" of £500. Maintenance of the self-drives was not carried out this year as there were plans to purchase 2 new vehicles instead. Maintenance of the buggy at £636 was slightly up (£618 2017).

4.3. The main donation to the property was funding to the volunteer costume team; a regular donation will also be made in future years. £7,000 was added to our Supporters Group Account, held by the National Trust and which we can use for donations at any time.

4.4. With reference to "Friends Expenditure", this was about the same as last year. The newsletter expenditure at £607.74 was up (£490.93 2017) because there had been a coloured issue in 2018 (once every 10 years). General, including AGM and Autumn Reception expenses was up a little as we paid for tea and coffee for the first time. Postage (mainly for the newsletter) at £224 was down (£370 2017). More people were taking the newsletter on line, and some newsletters were hand delivered.

4.5. Douglas said that the aim was to break even or make a small “loss” as this avoids tax. This year a surplus of £15.96 had been made, due to over £15 of interest from HMRC in respect to Gift Aid, after the year end balance had been struck. He attended meetings of National Trust London and South East Treasurers, one of whom was a retired tax inspector. 28% corporation tax.

4.6. Some 100 subscriptions had been made by standing order. This simplified the collection of income for the Friends and also saved members having to remember to renew and post their payments. He would welcome any further additions for next year’s subscriptions. 126 members had signed up to Gift Aid; more would be welcome.

4.7. Douglas thanked Patrick Howard for examining the accounts.

4.8 The adoption of the certified accounts was proposed by John Collis, seconded by Peter Bush and agreed nem con.

5. Election of Trustees

5.1. Under the constitution, members could elect between six and ten Trustees, who must be members of the National Trust, to serve for the next year. The present Trustees Douglas Craik, Michael Doran, Margaret Friday, John James, Patricia James, Joan Mound and Keith Rookledge were prepared to stand for re-election and Susan Parsons was also willing to stand. They were elected, nem con.

6. Appointment of Independent Examiner of the Accounts

6.1. Patrick Howard had very kindly taken over this role and said that he was willing to continue. He was thanked.

7. Any other business

7.1. Douglas Craik referred to the Polesden Lacy Treasurers’ meeting. In 2018 there were 75 associations and Friends’ groups in London and the South East. They raised £290,000 in donations, about £4,000 each. The Friends of Osterley contributed £10,000.

The meeting was closed.

ITEM 2: ANNUAL REPORT PRESENTED BY THE CHAIRMAN ON BEHALF OF TRUSTEES

We decided to send out our AGM papers in the hope that sometime in the New Year, probably towards Easter, we will hold our AGM at Osterley.

Our lives have changed and probably will not be the same again for some time.

We were able to have our usual full programme of events during 2019 through to March of 2020. I reported this in our newsletter issue 115 winter 2019/2020. We had great talks in February with Margaret Friday on Greenwich and in March with Gemma Hardy on the REI project at Osterley. After that the pandemic hit in and since then we have not been able to get together.

Thankfully we have continued to send out our newsletter. My thanks go to Douglas, Margaret, Kim, Vik, Mike, Keith and Susan for their efforts and for continued support. Douglas has been marvellous in sending out regular emails. Neil Cole has kept us informed on happenings at the Park and House. Our sympathy goes out to him and his team who have been under so much pressure during the lockdowns and being on furlough.

Fortunately Osterley has a wonderful Park and gardens that not only members of the National Trust can enjoy but the general public too. Thankfully the gardens and Stables Café have been open.

May I thank you all for your continued support. More than ever the Park and House will need our help.

This has been a strange report to make. We look forward to the long-awaited vaccine to be available to us all and hope it brings back some normality to our lives.

John

ITEM 3: PRESENTATION OF EXAMINED ACCOUNTS FOR YEAR ENDING 31st DECEMBER 2019

NOTES FROM THE TREASURER

See pages 10 and 11 for The Friends of Osterley Park 2019 accounts
I would like to thank Tim Dowbekin for “examining” these accounts.

Income

Income comes from 3 main activities

Membership Subscriptions

Members’ activities

Other (Donations/Fund raising/Gift Aid)

Membership Subscriptions

These are a bit down on last year as more members left than joined. The income from Subscriptions is well over double our “running costs” (“Other Expenditure” in the Income and Expenditure Report page 10) with the surplus going toward our donations to the National Trust. Therefore I do not propose any increase in subscription rates in 2021.

Members’ activities

Overall down about £800 on last year

- a) 100 Club, £40 down due to fewer shares
- b) Coffee mornings down £160
- c) Day coach trips down £220
- d) Holiday down about £300 but see note on “Creditors” at end of report
- e) London Visits down £50

Other

Overall down £300 after exceptional items

- a) Buggy donations up £200
- b) General donations up nearly £300. This is due to donations by a number of “our holiday makers” of the repayment from LNER, see note on “LNER Rebate” at end of report
- c) Gift Aid was down £400 after an additional one-off claim was found last year.

Expenditure

Expenditure is of two types, donations to the National Trust and operating costs (“Friends Expenditure” in Accounts)

Donations

Overall about £600 less than last year.

Our usual regular donations are

- a) Flower Growers
- b) Maintenance of the Buggy slightly up
- c) Support to the Costume Making team

Two other donations to the property were the purchase of a 2 seat self-drive buggy, which is very popular ,and 2 tablets (mini-computers) which visitors can use to see the “Treasures of Osterley” exhibition if they are unable to climb the stairs.

We also added about £5,000 to our Supporters Group Account.

This is held by the National Trust which we can use for donations at any time.

Friends Expenditure

Overall about the same as last year

- a) Newsletter down £50
- b) General down £60 as we did not pay for a speaker at the autumn reception
- c) Postage, mainly for the 100 x 4 posted Newsletters was down £10, this varies depending on when the stamps are bulk-purchased

Net “Profit”

We aim to break-even or make a small “loss” as this avoids any tax, this year we made a **profit of £0.34.**

Standing Orders

We now have about 100 subscriptions made by standing order. This simplifies the collection of income for the Friends and also saves members having to remember to renew and post in their payment.

I would welcome any further additions for next year’s subscriptions.

Gift Aid

We have 121 members signed up but the more the merrier (or wealthier for the Friends).

Douglas Craik, Treasurer

Friends of Osterley Park

Income and Expenditure Account Year 2019

INCOME (£)	2019	2018
Subscriptions	2,341.00	2,462.00
100 Club (Net)	671.00	709.00
Coffee mornings etc.	453.00	618.00
Coach Trips (net)	1,500.70	1,726.5
Holiday (net)	3,889.07	4,178.95
London Visits (net)	327.00	379.5
Customer Courtesy Vehicle Donations	1,666.50	1432.00
Misc. Donations	304.50	12.00
Gift Aid	992.70	1,407.51
TOTAL INCOME	<u>12,145.47</u>	<u>12,925.46</u>
EXPENDITURE (£)		
Donations to the National Trust		
Materials for Flower Growers	145.00	486.65
Battery Cars Maintenance	0.00	0.00
Customer Courtesy Vehicle Maintenance	636.00	636.00
Other Donations (Costumes)	285.17	3,500
Other Donations (2 seat buggy)	2,295.00	0
Other Donations (Tablets and video)	3,000.00	0
Supporters Group Donation Account	4,955.00	7,328.00
Total Donations	<u>11,316.17</u>	<u>11,949.65</u>
Friends Newsletter	556.78	607.74
General incl AGM and Autumn Reception	68.05	128.11
Postage	204.13	224.00
Friends Expenditure	<u>828.96</u>	<u>959.85</u>
TOTAL EXPENDITURE	<u>12,145.13</u>	<u>12,909.50</u>
EXCESS INCOME OVER EXPENDITURE	0.34	15.96

BALANCE SHEET

YEAR ENDING 31st DECEMBER 2019

TOTAL ASSETS AS AT 31/12/18	5,960.64
Excess of Income over Expenditure in 2019	0.34
Assets at 31/12/18 plus	<hr/>
Excess Income over Expenditure	<u>5,960.98</u>
Bank Balance as at 31/12/19	14,280.48
Deduct cheques not presented 2016	-25.00
Deduct cheques not presented 2017	-50.00
Deduct cheques not presented 2019	-7,635.00
Deduct net Prepayment for 2020 Holiday	-609.50
TOTAL ASSETS AS AT 31/12/16	<u>5,960.64</u>

Supporters Group Donation Account

Brought forward 1/1/19	29,705.00
Unexplained increase	162.50
Transfer in	<u>4,955.00</u>
Carried forward 31/12/19	<u>34,822.50</u>

SPECIAL NOTES

LNER Rebate.

The return train from Aberdeen at the end of the holiday did not run and we were coached to Edinburgh. I obtained nearly £1,400 compensation. This was paid to those due to travel on the train, several gave part or all of this back as a donation.

Creditors

We always have some cheques issued at the end of the year that have not been cleared by 31st December, particularly the donation to the Supporters Group Account. Some seem to be unlikely to ever be presented (e.g. £25 from 2016) but most clear in January. However this year we have a cheque for £2,275 from June 2019 for the Holiday. Although the cheques themselves are invalid after 6 months we may have this as a debt for a long time. It is to a company with a turnover of £7 billion p.a. so I am not too worried about the impact to them of this.

ITEM 4: ELECTION OF TRUSTEES

Any member may stand for election as a trustee.

Members shall elect between six and ten trustees, who must be members of the National Trust, to serve for the next year.

The trustees will retire at the next AGM but may stand for re-election.

The present Trustees Douglas Craik, Michael Doran, Margaret Friday, John James, Patricia James, Keith Rookledge, Susan Parsons, Kim Mamtora and Vik Sharma were prepared to stand for re-election.

If you wish to nominate anyone to go on the Committee (including yourself) for the coming year, please send your nomination to:

Patricia James (Hon. Secretary)
Parkfield Cottage
Osterley Road
Isleworth
TW7 4PF

Email: john.james15@blueyonder.co.uk

ITEM 5: APPOINTMENT OF INDEPENDENT EXAMINER OF THE ACCOUNTS

Tim Dowbekin has agreed to continue as examiner.