

Annual General Meeting 2021

To be held in the Study Centre, Osterley Park
At 11:00 on 26th April 2022

1. Minutes of the AGM held on 8th May 2019 for the year 2018 have been previously distributed but no AGM was held in 2020 (for year 2019) or in 2021 (for year 2020)
2. Annual Report presented by the Chairman on behalf of the Trustees
3. Presentation of certified accounts for year ending 31st December 2019, 2020 and 2021
4. Election of Trustees
5. Appointment of Independent Examiner of the Accounts

ITEM 1: MINUTES OF THE PREVIOUS ANNUAL GENERAL MEETINGS

Minutes for the AGM held on 8th May 2019 have previously been distributed. (You can view an electronic copy on the Friends website: <https://e-voice.org.uk/friendsofosterleypark/assets/documents/agm-minutes-2020>). Due to Covid-19, no AGM was held in 2020 (for the year 2019) or in 2021 (for the year 2020).

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

As you all are aware, we have not had an AGM since May 2019. However we were able to have our usual full programme of events during 2019 through to March of 2020, which I reported in our newsletter issue 115 winter 2019/2020.

We had talks in February with Margaret Friday on Greenwich and in March with Gemma Hardy on the REI project at Osterley. During 2020 in which lockdown affected us all our newsletter kept us in touch with our members. In August 2020 the Friends had a holiday in Aberdeen and in 2021 in Newcastle, organised by Douglas Craik. We resumed coffee mornings in September 2021 in the Study Base, with Lyndsey Feeney, Visitor Operations and Experience Manager, who gave an excellent update on the House and Gardens. Christine Diwell was our speaker in October on West Middlesex Hospital (from pauper to patient). Phil Bruss, the new Lead Ranger gave a talk in November. Chris Cleeve, who was recently appointed the new General Manager, visited our coffee morning in November and introduced himself to the Friends. He has been impressed with the support given by the Friends.

Meetings and coffee mornings are now regularly taking place and with good attendance. Our first coffee morning in 2022 was on Monday 10th January with Douglas Craik giving a talk on online snippets on Osterley. In February Andy Eddy gave an update on the park and gardens. On Monday 7th March Douglas gave a talk on kilts and tartans. It is planned to hold our AGM on Tuesday 26th April, after the coffee morning.

I would like to thank Douglas Craik, our Vice-Chairman and Treasurer for all his endeavours during this period, and the committee of Mike Doran, Margaret Friday, Patricia James, Kim Mamtora, Susan Parsons, Keith Rookledge, Vikas Sharma and, more recently, Peter Bush.

John James, Chairman

ITEM 3: PRESENTATION OF EXAMINED ACCOUNTS FOR YEARS ENDING 31st DECEMBER 2019, 20 and 21 NOTES FROM THE TREASURER

See following pages for The Friends of Osterley Park accounts.

This is an unusual AGM as I am presenting the accounts for 2019 and 2020 (when a paper copy was issued but there was no AGM) and for 2021. I have compared 2021 results with 2019 as 2020 was unrepresentative and have also shown the 2018 figures as the last normal year. In this report I have rounded the numbers in the Accounts.

Income

Income comes from 3 main activities:

Membership subscriptions

Members' activities

Other income (Donations/Fundraising/Gift Aid)

Membership subscriptions

In each year these dropped as more members left than joined. The income from Subscriptions is still well over double our "running costs" ("Friends Expenditure" in the Income and Expenditure Report) with the surplus going toward our donations to the National Trust.

Therefore I do not propose any increase in subscription rates in 2023.

Members' activities

2019 was only a little (£800) down on 2018. However, 2020 and 2021 showed major drops on 2019 (£8,000 and £7,000) as almost all activities stopped in 2020 with only a few coffee mornings early on.

In 2021 we did manage to have a holiday and three Coffee Mornings and one London Visit all at the end of the year.

- a) 100 Club, down £76 on 2019 due to fewer shares
 - b) Coffee Mornings down £340 on 2019 due to few meetings
 - c) Coach trips down £1,500 on 2019 as none made
 - d) Holiday down £1,500 on 2019 due to fewer numbers
- See "Creditors" at end of report
- a) London Visits down £280 on 2019 as only one visit made

Other income

Overall down £2,200 over 2019

- a) Buggy donations were nil, 2019 were £1,670
- b) General donations in 2019-2021 were higher than previous years as members donated refunds for cancelled events
- c) Gift Aid was down £525 on 2019, mainly due to there being no buggy collection

Expenditure

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

Donations

Overall about £5,810 less than 2019.

Our usual regular donations are

- a) Flower Growers nil in 2021, 2019 was £145
- b) Maintenance of the Buggy was nil in 2020 but other years £636
- c) Support to the Costume Making team in 2021 £132

We also added about £4,735 to our Supporters Group Account.

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

Friends Expenditure

Overall down on 2019

- a) Newsletter was £415, down £140 on 2019 due to using a new printer
- b) General; nil as we did not have an AGM or summer reception.
- c) Postage, mainly for the 100 x 4 posted Newsletters was nil as I made a bulk purchase in 2020 before rates went up

Net “Profit”

We aim to break-even or make a small “loss” as this avoids any tax, this year we made a **profit of £0.15**.

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 over 120 members signed up but the more the merrier (or wealthier for the Friends).

Douglas Craik, Treasurer

Friends of Osterley Park Income and Expenditure Account

INCOME (£)	2018	2019	2020	2021
Subscriptions	£2,462.00	£2,341.00	£2,124.00	£2,012.00
100 Club (Net)	£709.00	£671.00	£618.00	£595.00
Coffee mornings etc.	£618.00	£453.00	£130.00	£115.50
Coach Trips (net)	£1,726.5	£1,500.70	£0.00	£0.00
Holiday (net)	£4,178.95	£3,889.07	£0.00	£2,377.85
London Visits (net)	£379.5	£327.00	£0.00	£49.00
Buggy Vehicle Donations	£1432.00	£1,666.50	£343.00	£0.00
Misc. Donations	£12.00	£304.50	£277.00	£302.00
Gift Aid	£1,407.51	£992.70	£593.00	£469.54
TOTAL INCOME	£12,925.46	£12,145.47	£4,085.00	£5920.89
EXPENDITURE (£)				
Materials for Flower Growers	£486.65	£145.00	£316.80	£0.00
Buggy Vehicle Maintenance	£636.00	£636.00	£0.00	£636.00
Costume makers	£3,500	£285.17	£0.00	£131.89
Other Donations	0	£2,295.00	£0.00	£0.00
Supporters Group Donation Account	£7,328.00	£4,955.00	£2,916.00	£4,736.00
Total Donations	£11,949.65	£11,316.17	£3,232.80	£5,503.89

Friends of Osterley Park

Income and Expenditure Account Year 2019

EXPENDITURE	2018	2019	2020	2021
Friends Newsletter	£607.74	£556.78	£339.33	£416.85
General incl AGM and Autumn Reception	£128.11	£68.05	£0.00	£0.00
Postage	£224.00	£204.13	£513.12	£0.00
Friends Expenditure	£959.85	£828.96	£852.45	£416.85
TOTAL EXPENDITURE	£12,909.50	£12,145.13	£4,085.25	£5,920.74
INCOME OVER EXPENDITURE	£15.96	£0.34	-£0.25	£0.15

BALANCE SHEET

YEAR ENDING 31st DECEMBER 2021

TOTAL ASSETS AS AT 31/12/20	£5,960.73
Excess of Income over Expenditure in 2019	£0.15
Assets at 31/12/18 plus	
Excess Income over Expenditure	<u>£5,960.88</u>
Bank Balance as at 31/12/20	£14520.98
Deduct cheques not presented 2016	-£25.00
Deduct cheques not presented 2019	-£2445.00
Deduct cheques not presented 2020	-£374.00
Deduct cheques not presented 2021	-£4936.10
Deduct net Prepayment for 2022 Holiday	-£780
TOTAL ASSETS AS AT 31/12/16	<u>£5,960.88</u>

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, but most clear in January.

Some seem to be unlikely to ever be presented (e.g. £25 from 2016) Unusually we have a uncashed cheque for £2,275 from June 2019 for the Holiday coach. Although the cheques themselves are invalid after 6 months we may have this as a debt for a long time (although we can't be sued after six years).

Supporters Group Donation Account

Brought forward 1/1/19	£29,705.00
Unexplained increase	£162.50
Transfer in	£4,955.00
Brought forward 1/1/20	£34882.50
Unexplained increase	£253.87
Transfer in	£2,916.00
Brought forward 1/1/21	£37,992.37
Transfer in	£4,736.00
Brought forward 1/1/22	£42,728.37

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 and Vik Sharma were prepared to stand for re-election.

The following were co-opted onto the company and are prepared to stand for election: Peter Bush and Sonia Sharma.

If you wish to nominate anyone to go on 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

Roger Gray is willing to become Independent Examiner.