



North West Kent Family History Society.

(Covering N. W. Kent and the ancient parishes now in S.E. London)
Founded 1978. Registered Charity No. 282627

Minutes of the 35th Annual General Meeting
Held at Dartford Technical Girls School, Heath Lane, Dartford
Saturday 27th April 2013 at 12 noon

Present:

David Cufley, President and 105 members

Minute Secretary: Angela Bevan

David Cufley, Chair of the Meeting, welcomed members. Vera Bailey, the Secretary of the Society was asked to convene the meeting.

1. Notice Convening the Meeting

Read by Vera Bailey.

2. Apologies

Norman Eldridge, Joan Field, Margaret Furlonger, Lesley Hill. Isabel Leslie, Linda Meaden, Adele Nevill, Guy Nevill, Jean Radford, Jean Stirk and Ann Webber.

3. Minutes of the 34th Annual General Meeting 2012.

No comments were received from the floor.

Acceptance of the minutes was proposed by Peter Crawley and seconded by Ron Anthony. The minutes were unanimously agreed.

4. Matters arising from the Minutes of 2012 AGM

16.1 Subscriptions. Walter Eves said that the question of raising the subs had been reviewed by the Committee and agreed that at present they would not be increased and referred to the Committee's report paragraph 2.

In answer to Maureen Griffith's previous question in regard part of the renewal of membership form including a section for the giving of donations, Walter Eves said that the committee agreed that this had been successful in raising about £400. It would be continued in future membership renewal forms.

In answer to Lynne Marsh's question Walter Eves explained that as reported in the September journal the back journals up to 2007 were now online and free for those who wished to use them.

5. **Accounts for the year ending 31st December 2012**

5.1 Walter Eves reported accounts on behalf of Isabel Leslie, who had acted as book-keeper after standing down from the Treasurer's role, as she was on holiday.

5.2 It was noted that the reserves date should read 31 December 2012 (not 2010).

5.3 There was a surplus on the year's figures of just over £3000. Walter Eves said that this was for the following reasons –

Everyone had worked hard to contain the costs.

The society library had raised over £1000 last year, which was a very good result.

There had been an increase in magazine advertisements, which brought in additional revenue.

However storage costs had been more than was expected as VAT now had to be paid on the rental costs.

There had been an increase in travel expenses due to petrol price rises.

5.4 Pat Gooding was introduced as the co-opted Treasurer who would be standing for election.

5.5 Acceptance of the accounts was proposed by Alan Griffiths and seconded by Stella Baggaley. The accounts were approved unanimously.

5.6 Walter Eves then thanked Isabel Leslie for her time as the Treasurer and for her help in advising the Committee and helping to ensure that costs and expenditures were controlled.

6. **Report of the Committee for 2012**

6.1 This report had previously been circulated with the March 2013 journal.

6.2 Walter Eves explained that the branches and the library had worked hard to bring in information that would be useful to members. It was the people that volunteered for different roles that made the difference.

6.3 Steven Archer was introduced as the face behind the website.

6.4 Walter Eves was impressed by the numbers attending the library. This year's attendance was 440 up to March 2013. The workshops held at the library had been well attended.

6.5 Sales royalties from "Find my Past" were up from last year.

6.6 The numbers attending the branch meetings were increasing.

6.7 The committee was looking to generate an email list for quicker and cheaper communications with members. Mr Tony Codling explained that there was a form with the handouts asking people to give their email addresses. They were setting up member's emails on a more permanent basis, which

would supplement information that members were already receiving. Written permission needed to be given in order for the emails not to be classed as spam. A member asked if the journals would still be available as hard copies. Tony Codling replied that yes, as this initiative was to show additional activities that were not in the journal. Another member asked if they were already on the list did they still have to complete a form? Tony Codling replied that they still needed to complete the form. Walter Eves said that in the future they would be looking at electronic versions of the journal, if people wanted to receive them.

6.8 Acceptance of the report was proposed by Ken Lee and seconded by Barbara Attwaters. The report was unanimously accepted.

7. **Josephine Birchenough Awards**

7.1 David Cufley spoke of the quality of the articles submitted for the journal. The journal contains the criteria for the judgement of the awards.

Philip Taylor who won last year was praised by the panel for his continued work on "Dartford People".

William Rogers was awarded first prize of £60 for his article on "Postman's Xmas Dollar" and second prize of £40 was awarded to Janet Rose for "St Edmunds Pleasance, Dartford".

The third prize of £20 was awarded jointly to Colin Willeard for his article on "George Frederick Grant Batchelor" and Colin Watkins for "Following Mother".

Barbara Philips was commended for her article on "Bexley Asylum Minute Books" and Louise Scott for her work on "Behind Closed Doors".

7.2 In receiver her award Janet Rose thanked Steven Archer for his help and support in writing her article.

7.3 A full report will appear in the journal.

8. **Honorary Members**

8.1 Walter Eves informed members that the Society Committee had unanimously agreed that Joan Field and Ted Finlay would be made honorary members of the Society as an acknowledgement of their support and hard work over many years.

8.2 Walter Eves announced that Certificates of Thanks for their hard work were presented to Sylvia Carter, Isabel Leslie, June Vaisey and Angela Verralls,

9. **President and Vice Presidents**

9.1 Walter Eves informed the members that the Society Committee had reconfirmed David Cufley as President and Vice Presidents, Joan Field, Joyce Hoad and Susan Pittman. Walter Eves then introduced Ron Anthony who had been appointed as a Vice President.

10. **Election of Chair**

Walter Eves was proposed by David Turner and seconded by Lorraine King. He was elected unanimously.

11. Election of Vice Chair

There were no nominations for the Vice Chair. David Cufley asked for nominations from the floor but none were forthcoming.

12. Election of Secretary

Vera Bailey was proposed by David Turner and seconded by Cliff Scottow. She was elected unanimously.

13. Election of Treasurer

Pat Gooding was proposed by Stella Baggaley and seconded by Maureen Griffiths. She was elected unanimously.

14. Election of Other Committee Members

14.1 The members agreed to vote for the other Society Committee Members en bloc.

Janet Rose in the role of Librarian, proposed by Pat Gooding, seconded by Tony Codling

Barbara Phillips in the role as Publications and Project Co-ordinator, proposed by Lorraine King seconded by Barbara Attwaters

Michael Weeks in the role of Publicity Officer, proposed by Angela Bevan, seconded by Robert Barnett

Stella Baggaley in the role of Research Co-ordinator, proposed by Isabel Leslie seconded by Cliff Scottow

Barbara Attwaters proposed by Maureen Griffiths, seconded by Karina Jackson

Tony Codling proposed by Ray Beckett, seconded by Lorraine King

The meeting elected the six committee members unanimously. Mike Weekes in accepting his election agreed to continue to act in the role of Vice Chair until the vacancy could be filled.

14.2 The Chair explained that the individual branches elected the three Branch Representatives and these people would form, with the above elected members, the Society Committee.

14.3 The committee is also made up with two ex-officio members, this the Chair explained means they are full members of the Society Committee by the jobs they undertake on behalf of the Society. Pauline Heathcote was confirmed as Journal Editor. Christina Barnett was confirmed as Membership Secretary.

15. Election of Independent Examiner

David Williams, proposed by Colin Willeard, seconded by Hilary Waters was appointed unanimously by the members as the Independent Examiner.

16. Motion submitted by the Society Committee. Administration charge for Cheques

16.1 All members present had received copies of the motion.

16.2 Walter Eves explained that the bank had agreed that if the society paid in less than 600 cheques a year they would not be charged. However if they went over this amount then there would be a charge. The committee were asking the members to agree to the setting up of a standing charge for those members using cheques if this proved to be necessary. A member asked how many cheques were received at the present time. Walter Eves replied that there were 800-900. A member suggested that direct debits were used. Walter Eves explained that the banks did not want societies to use direct debits and the Charity Commission guidance was to be considered. A standing order or a BACs was a good protection for members and helped the society.

16.3 Trevor Allan questioned the Charity Commission's rules. Walter Eves explained that he was always cautious in order to ensure that the trustees are safeguarded by the actions taken by the Society Committee.

16.4 Cash to pay for subscriptions could still be used. Sheila Elisak said that she had understood that there was a limit to the amount of cash that could be moved and on the age of the person handling the money. Walter Eves said that they also had understood this as part of the Insurance conditions and thought it was 70 years old.

16.5 Trevor Allan asked if the wording of the motion could include the fact that members must be informed if these changes were to take place. Walter Eves emphasised that the Society would inform the members when these changes had to be introduced.

16.6 David Cufley explained that the Society Committee wanted to make members aware of these proposed changes although constitutionally they do not have to bring them to the AGM as it was covered by the management clauses.

16.7 Maureen Griffiths asked if family membership would be £1 extra. Walter Eves replied that it was the intention to charge £1 for each cheque received regardless of the number of people involved. There could be a need in the future to increase the £1 charge to £2 which is why there was a range in the proposal.

16.8 Ian Whaley asked if the charges applied to the buying of books with cheques. Barbara Philips explained that most books were bought with cash so it would probably not apply to them.

16.9 Bill Chopping asked if the full amount would be levied. Walter Eves replied that if necessary it would be the full amount.

16.10 Sheila Elisak questioned if the number of cheques decreased would there still be charges. Walter Eves explained that the number of cheques would have to go down by a substantial amount for this to happen.

16.11 Sheila Drury said that she wrote out one cheque for four members. Would there be more than one charge? Walter Eves said one charge per

cheque suggested that if there were exceptions they should be brought to the notice of the Membership Secretary.

16.12 The following motion was put to the members –
“The Society Committee is authorised to institute an administration charge for the processing of payments by cheque. The Society Committee is authorised to decide which payments will incur an administration charge. The administration charge is to be at least £1 and no more than £2. The need and timing of the introduction of any such administration charge to be determined by the Society Committee”.

A vote was taken. 2 members were against, 1 member abstained and 98 members were in favour of the motion. The top table did not vote. The motion was carried.

16.13 Pat Gooding explained that 600 cheques was the limit with HSBC. The other bank used limited them to 75 cheques a month. She had created a standing order form which was available for those that wished to complete one at the AGM. These forms would also be available at the branches. The committee were trying to keep down the Bank charges and asked all members to sign standing orders.

17. Any Other Business

17.1 Fran Rogers said that some societies were informing members of new sources of resources that were becoming available. Had this society considered doing this? Walter Eves said that there were resources available including Rootsweb, Facebook and the Society Blog. The new emailing service would include information. Joyce Hoad said that new resources could be added to the journal. David Cufley explained that the journal had some resources. However it was difficult to keep up with the amount coming online, that is why the message board and similar methods were more appropriate. Mike Weeks explained that they relied on members to keep them informed of new resources. Any members should contact him as the publicity officer and he would pass on the information to the Journal Editor.

17.2 Trevor Allan gave a vote of thanks to all those elected and the trustees for all their hard work. The members responded in support of this by clapping.

17.3 Ian Whaley one of our members who was also a representative of the Federation of the Family History Societies events organisation team thanked the President, Chair and others who had helped him at an event at a craft fair in Bluewater. This had led to publicising all Family History Societies and to 20 new members for our society.

There being no further business David Cufley closed the meeting by thanking the members for their attendance and the Society Committee and all the taskholders for their hard work over the past 12 months. He congratulated the new Committee on their election and wished them all the very best for the coming twelve months.

Meeting closed at 1.27 pm