



2018

# Bampton Heritage and Visitor Centre

## 5<sup>th</sup> Annual Report.



## **CHAIRMANS INTRODUCTION by Katrina Munro**

The Heritage Centre has continued to expand the work it does this year with the launch of 'Our Buildings' a major one-year project supported by the Heritage Lottery Fund.

Our visitors appreciate what we have on offer in the Centre and the friendly and informative welcome they receive from our volunteers. Visitors regularly comment on what a great use of the Church building this is and how much we achieve for a small volunteer run organisation. We are all very proud of the service we provide and the great contribution that the Centre makes to our small town. Our volunteers welcomed 1588 visitors from all over the world in 2018. That's a grand total of approximate 11,500 since we opened in September 2012.

We have had several visits from groups during 2018, including the Devon History Society and the Devon Association; we have conducted guided town trails encouraging visitors to spend more time here and use the local shops, pubs and cafes. We've also had visits from representatives from other towns that have been keen to find out more about how the Centre was set up, how it runs and how it benefits the church and the area in general. See Appendix 1 for a chronological list of some of our activities during 2018.

### *Sample of handwritten comments from the visitors' book...*

"Excellent little museum. We really enjoyed chatting to the museum host"

"Lovely church and very friendly people who were very informative and helpful"

"Too much to see in one morning!"

"Bampton is magic and the Heritage Centre is excellent"

During 2018 we welcomed visitors from all over the UK, Europe, Scandinavia, Russia, South Africa, Australia, and Canada.

We have been operational for over 5 years now and our enthusiasm is as strong as ever. We're always looking to expand our group of volunteers and we invite anyone with a few hours to spare to have a chat with us. We work together as a team and everyone is welcome to get involved at a level that suits them.

My thanks to Trustees Judi Thomas (secretary), Barney Hopkinson (treasurer), Ken Mills (curator), Liz Redfern and Wendy Boothroyd and indeed all our volunteers for their commitment throughout the year. The help of the Church Wardens Sue Leach and Tony Mount and Julia Johnson the Church Office administrator is also invaluable in the successful co-existence of the Centre within St Michaels and All Angels.



## OUR VOLUNTEERS from Liz Redfern and Judi Thomas

This is a completely volunteer run organisation and the Trustees (also volunteers) are continually impressed by the commitment our volunteers who keep the Centre open and welcoming to visitors. The publicity about 'Our Buildings' Project and an article in Signpost about volunteering have brought further interest from new volunteers. Since November we have inducted 6 new volunteers, bringing the overall total to 39.

We record the hours our volunteers do and are encouraged by the Heritage Lottery Fund to calculate their time in monetary terms using a nationally recognised formula. We are sure this is an under estimate of the time everyone gives to the continuing success of the Centre.

### Calculation of Volunteer Hours 2018

HLF categories of volunteer contribution values		
Skilled tasks £150 per day or £20 per hour		
Activity	Hours	Value £
Volunteers events and training	162	3,240.00
<b>Sub Total</b>		<b>3,240.00</b>
Professional £350 per day or £46 per hour		
Trustees meetings	129	6,063.00
Trustees additional hours	666	40,636.00
Our Buildings Project		
Town Trails	30	600.00
<b>Sub Total</b>	<b>825</b>	<b>47 299</b>
<b>Grand Total</b>		<b>50 539</b>

CENTRE ACTIVITY	VISITOR NUMBERS		SALES		DONATIONS				TOWN TRAILS		
	2017	2018	Centre	Other	Centre	Other	Centre	Other	2017	2018	
	2017	2018	2017		2018		2017		2018		
JANUARY	60	37	62	45	18		11		16		
FEBRUARY	71	59	67		20		28		16	14	
MARCH	75	65	18		16	17	14		19	3	
APRIL	215	177	93		80		46		48	5	
MAY	287	180	93		38		78		40		
JUNE	163	186	103		141	20	67	25	76	84	20
JULY	210	183	97		56		82		52		20
AUGUST	181	226	101		122		71		109		
SEPTEMBER	159	163	91	79	70	20	75		71		35
OCTOBER	106	99	41	108	55	140	60	7	87	141	23
NOVEMBER	86	141	64	18	33	47	20		71		12
DECEMBER	26	72	22		59	99	8		33		10

## **TREASURER'S REPORT from Barney Hopkinson**

The formal accounts are presented in a straightforward format to demonstrate that the Trustees have been acting honestly and responsibly in our handling of funds. It is not always easy to discover from the accounts 'how well we are doing'. At first sight it would appear that last year we made a very large 'profit' – a net gain of over £4000! But this is deceptive. We have two sources of income which have to be considered separately. There are the generous grants we have received from the Heritage Lottery Fund and other local bodies which are given for specific projects and must only be used for that purpose (restricted funds); and there is the money we receive from donations and sales made in the Centre, and occasionally from other general fund-raising activities (unrestricted funds). During 2018 we received a total of £4600 in grants for Our Buildings project, most of which is committed, but still to be spent.

As can be seen elsewhere in this report we continue to widen our activities and interests within our charitable objects and are engaged in several interesting projects. But we also want to ensure the long-term sustainability of the Centre itself. To this end we need to make sure that our year-on-year 'routine' expenditure is matched by our ordinary 'unrestricted' income. So far this has always been the case, but our expenses will inevitably increase. We have, for example, recently recognised our need for insurance cover separate and additional to that provided by the Church insurance policy. We need also to be aware that items and display cabinets do not last forever and in time will need replacement.

We also established a Just Giving page to enable anyone to donate to the charity and especially those we help with genealogy enquiries on line.  
(<http://www.justgiving.com/Bamptonheritage-visitorcentre>)

We are grateful to our Independent Examiner ('auditor') Mick New for his help and guidance in establishing more robust controls in handling the cash generated at the Centre.

As always, it is the enthusiasm and loyalty of our volunteers that really makes the difference!

There have been a few changes to the way the accounts are presented to help us see a clearer picture of 'how well we are doing'. On the following page you will find a copy of our examined accounts that will be received at our AGM on 23<sup>rd</sup> April 2019, on the next page.

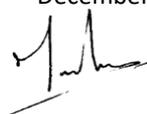
**BAMPTON HERITAGE & VISITOR CENTRE**

Accounts for year ending 31st December 2018

<b>INCOME</b>			
<b>2017</b>	<b>Restricted</b>	<b>Unrestricted</b>	<b>Total</b>
	<b>£</b>	<b>£</b>	<b>£</b>
Heritage Lottery Fund	3,600		3,600
1,300 Grants	1,000		1,000
1,072 Donations		884	884
1,102 Shop Sales		1,041	1,041
20 Town Walks		100	100
210 Fundraising			0
406 Gift Aid Refund		253	253
<b>4,110</b>	<b>4,600</b>	<b>2,278</b>	<b>6,878</b>
<b>EXPENDITURE</b>			
1,092 Shopstock		409	409
556 Repairs/Maintenance		288	288
479 Overheads		614	614
195 Administration		93	93
96 Subscriptions		52	52
57 Volunteer Support		238	238
67 Publicity & Promotion		68	68
177 Equipment & Materials		14	14
Projects:-			0
WW1 Exhibits		292	292
Building Project	545		545
3,074 Completed Projects			0
<b>5,79</b>	<b>545</b>	<b>2,06</b>	<b>2,61</b>
(1,683) Net Income	4,055	210	4,265
7,616 Brought forward	(106)	6,039	5,933
Transfer	106	(106)	
<b>5,93</b>	<b>3,94</b>	<b>6,24</b>	<b>10,19</b>
<b>Total Funds</b>			
5,942 Balance at Co-operative Bank			10,336
Cash in hand			25
27 Petty Cash at Centre			27
(36) Unpresented cheques			(190)
<b>5,93</b>	<b>Total Assets</b>		<b>10,19</b>

I have reviewed the Centre's procedures for, and recording of, payments, receipts and fundraising, as well as compliance with Charity Commission procedural and financial reporting requirements.

I have found no material discrepancies and therefore certify that the accounts for the year ended 31st December 2018 represent a true and fair view of the Centre's finances for that period.



Michael New 25 February 2019

## CURATOR'S REPORT from Ken Mills

The major event of the year was the celebration of the Centenary of the Armistice that marked the end of World War 1. A hired army uniform was placed on a mannequin erected in the church, together with notices describing Bampton's sacrifice in the conflict. The full list of those who died, and details of where they are remembered (which war memorial, plaque, window etc.), was made available.



*Mary Tucker with school children*

For a period, the Colour Sergeant's uniform that belonged to Mary Tucker's father was also available – our thanks to South Molton Museum for the loan and to Mary Tucker for arranging it. On two successive days the top four classes at Bampton Primary school (some 60 children) visited the church and were shown the uniforms, their background and the exhibition of items that had been invented during World War 1.

Again, our thanks to Mary Tucker, one of our volunteers, for assisting. We believe that it made a notable impression on the children from feedback received from the school staff and parents.

200 small packets of poppy seeds were distributed to the people of Bampton for sowing in their gardens as small personal remembrances of the conflict.

Items added to the collections include the sash worn by the Master of the Ancient Order of Foresters (thanks to Lilian Edworthy) and an old Bampton School tie (thanks to David Phillips). We also acquired three large paintings by a local artist, Elizabeth Burney depicting Bampton Fair. These were gifted to the town by her family – our thanks to Bampton Town Council for the donation.

I have set up an automatic notification system on eBay – a daily alert lists any items relating to the town. I have purchased a number of postcards, which Humphrey Berridge digitises on our behalf and adds to his master collection.

A successful visit to the Centre and to the Motte & Bailey was made by Devon Archaeological Society. Talks were also given by myself and volunteer Wendy Mills to the local dementia Group, to the residents of Barnhaven and to the LARCS Youth Group.

Our membership of the Devon Museums Group enables useful meetings to be attended and they are great networking opportunities. We are listed on their interactive web site.

## **‘OUR BUILDINGS’ PROJECT – the work so far from Katrina Munro**

In Spring 2018, work started developing a new project focusing on some of the town’s historic buildings and we prepared a funding application to the Heritage Lottery Fund.

The project has two main phases:

### ***Research and participation (Autumn 2018 – Spring 2019)***

*During this stage we will be learning about how to research building history, identifying properties of interest and working with the owners and the wider community to bring together items of interest.*

### ***Celebration and sharing (Spring 2019 onwards)***

*Once the bulk of our research is completed, we will be preparing an exhibition which will be displayed in the Centre, but we will also look to reach a wider audience by having temporary displays in other venues in Bampton and further afield. Project outcomes include the purchase and display of mobile exhibition boards supported by written and downloadable information, oral history recordings, revised buildings-themed town trails for adults and families and a new children’s activity. A new church guide is also being produced.*

*During the course of the project our volunteers will learn new skills, extend our knowledge base and town’s archive, and encourage the involvement and interest of a wide audience of all ages.*

In August, we heard that our application to the Heritage Lottery Fund was successful and we were awarded a grant of £3,600 supported by other locally raised funds.

We launched the project with a slide show of old photographs of the town in late September 2018 which was attended by well over 100 residents.



*Our Buildings Project launch*

We are pleased to have the participation of Peter Freeman a chartered surveyor (and Heritage Centre volunteer) and Tom Thurlow an historic buildings officer. Peter and Tom have been visiting properties of interest and compiling reports. We are very grateful for their expertise and the support and interest of the homeowners.

Over the winter our volunteers have been to training sessions at the Devon Heritage Centre and learnt how to conduct research. Many hours have been spent on putting together the history of some of our buildings and locating and recording information from a variety of sources. The exhibition and celebration and sharing phase of the project will start in spring 2019.

### **TOWN TRAILS by Wendy Boothroyd**

Wendy Boothroyd has now taken over as coordinator, from Geoff Thomas. Grateful thanks to him for not only leading trails, but also writing extensive guidance notes.

Wendy is working on a programme of monthly trails and so far are attracting between four and eight participants on each trail. Plans are also in preparation for a family trail leaflet to be used over the 2019 Easter holidays.

We are also continuing to encourage group participation and already have bookings for example from U3A, and Inner Wheel. We are also planning to update and republish Ken Dives' walks booklet 'Bampton Bounds' in 2019.



*Wendy leading a Town Trail*

## **GENEALOGY SERVICE by Katrina Munro**

The Centre continues to offer support with family history enquiries. For some families, this is simply helping visitors to locate an ancestor's grave in the churchyard but for some others our research goes much deeper. With the help of local volunteers and two other on-line helpers (historians Tom McManamon and Russ Davies), we follow up on enquiries made at the Centre but also those received by email or via our Facebook page. These enquiries can often trace family connections back over several centuries and are often complimented by relevant press reports.

Sometimes, these enquiries result in the family coming to visit the Centre and the town as was the case after a significant amount of material was shared with the Bond family who visited before Christmas.

During our appeal for WW1 related material we were sent a few memoirs from families of Bampton servicemen and were able to add background information for some contributors.

Volunteer Alan Wooley has kindly assisted in training other volunteers in using the Find my Past website. A subscription to this website has been important in searching census records and supporting research in Our Buildings project.



*Members of the Bond Family*

## **SOCIAL MEDIA by Liz Redfern**

We have tried to raise our profile this year through use of the Facebook page @Bampton Heritage and the town website. Many thanks to Humphrey Berridge for his support.

It was a privilege to remember the local servicemen who had been killed during World War 1 by naming 6-8 of them each day on the Facebook page in the two weeks up to 11 November. This prompted comments and memories which were recorded by our Facebook 'followers' and created more 'followers'. It seemed a very modern way to remember the fallen from 100 years ago.

## **GOVERNANCE of the Charity from Liz Redfern**

The Charity is governed by 6 Trustees who set the strategy for the Centre, run it on a day to day basis, coordinate volunteer recruitment and training and ensure the effective use of resources. They operate using a standard Charity Commission constitution and submit accounts and reports to them as required.

The Trustees meet on a regular basis, with agendas and minutes. In between meetings much of the on - going business is conducted through email correspondence and decision making on minor issues. This leaves the face to face meetings for substantial items that need further discussion and decisions. Volunteers are invited to join the meeting by request and agendas are circulated beforehand. Following each meeting a Newsletter is sent to all volunteers to update them on decisions from the meeting and other relevant information, to keep them informed. During 2018 there were 4 newsletters distributed.

Since 2016 Trustees have been elected from the members of the volunteer group. Our election process established in 2015/16 introduced the principle of 3 Trustees standing down in each of the first two years to provide continuity at the same time as the opportunity to introduce new Trustees. The normal term of office for the elected trustees will be 3 years and they will then be eligible to stand again.

At the 15 May 2018 AGM there were 6 Trustees:

- Katrina Munro (Chair) – re – elected 2017 for 3 years - 2020
- Judi Thomas (Secretary) – re- elected 2016 for 3 years - 2019
- Barney Hopkinson (Treasurer) – re-elected 2017 for 3 years - 2020
- Ken Mills - re-elected 2017 for 3 years - 2020
- Liz Redfern - re- elected 2016 for 3 years - 2019
- Derek Webster - re- elected 2016 for 3 years - 2019

There were therefore no Trustees due for re-election. However, Derek Webster resigned from his term of office at the AGM on the 15 May 2018. (He remains as a volunteer). Wendy Boothroyd was elected to replace him as Trustee. Huge thanks to Derek Webster were recorded especially for his work on the Listening Project and the ‘All Aboard’ Tivvy Bumper Model.

## FUTURE PLANS - 2019 AND BEYOND

In January 2018 the Trustees developed some longer-term objectives and ambitions. Our aims were previously set in 2012 when we were planning the opening of the Centre and applying for funding from the Heritage Lottery Fund. With the help of volunteers the Trustees agreed the following strategic aims for 2018-2020:

1. To conserve our heritage and inspire interest and learning through our centre
2. To promote the town and contribute to the community
3. To develop rewarding and valued volunteer roles and experiences

During 2019 we will be:

- continuing 'Our Buildings' project and look forward to inviting the community and our visitors to find out more about the town throughout the town
- hosting visits by two groups from Tiverton U3A (including the Exploring Churches Group) and the Wiveliscombe Civic and Historical Society.
- Develop a Family Town Trail Leaflet for the Easter Holidays
- Revise the local walks in Ken Dives Mid Devon walks book and Bampton Bounds
- Publish a short guide to the Church
- Running monthly Town Trails
- Having our inaugural Annual Lecture combined with the Annual Meeting on 23<sup>rd</sup> April
- Supporting Bampton Fair by running the Bampton Information Stand on 31<sup>st</sup> October



*Katrina and Judi at Bampton Fair 2018*

**Appendix 1 – key activities throughout 2018**

February	Volunteer Survey and session on the 5 year strategy
March	Agreement of 2018-23 BHVC strategy
April	Easter Trail Activity for children Hit 10,000 visitors!!!
May	2017 AGM Submission of HLF application
July	Devon Association Visits
August	Community Newsletter distributed HLF Permission to start Our Buildings Project
September	Devon Archaeological Society Visit and Town Trail Volunteer Session on the new Our Buildings Project Our Buildings Project Launch and Slide Show
October	Town Trail Volunteer Training Session on the new Our Buildings Project Devon Heritage Centre visit by volunteers Bampton Information Stall at Annual Bampton Charter Fair
November	Peter Freeman attended English Heritage Training Course Town Trail Visit by two classes from Bampton School to see our WW1 displays
December	Xmas Fair - Church Stall at Community Christmas evening Town Trail Find my Past training sessions for volunteers