

# Minutes of the Annual General Meeting

## held on Wednesday 12 March 2025

Trinity Methodist Church Hall, Theatre Street, Dereham NR19 2EP

**Present** 38

**Apologies** Members - Jennie Lock, Janet Leeson, A Scholes, B Scholes, Sara Flatt, Paul Cubitt  
Museum Mentor – Megan Dennis

### 1. **Welcome**

Hilary Williams (Chair) welcomed everyone to the meeting, including former members of the Mid Norfolk Family History Society which had recently closed. She introduced the other Committee members – Robena Brown, Katie Goodman, Catherine Hawkins, Ken Hawkins, Jane Heyburn, Caroline Rawlings and Sue Rockley. Sara Flatt had also joined the committee recently but was unable to attend the meeting. Hilary thanked the committee for all their work on behalf of the Trust.

### 2. **Minutes of the Annual General Meeting held on 13 March 2024**

The minutes which had been circulated before the meeting were approved as a correct record. There were no matters arising.

### 3. **Chair's report**

Hilary summarised her annual report which had been circulated before the meeting. A copy is filed with these minutes. The annual report would be submitted to the Charity Commission along with the accounts. The meeting approved the report for submission.

Highlights from the report included: significant growth in the number of visitors to the Museum (from 619 in 2023 to 942 in 2024); increased membership and attendance at monthly meetings; the successful openings for Heritage Open Days, including working with the Town Council to open the Assembly Rooms; the arrival at BBCM of Bonnie Mouse and her family; success in raising the profile of the trust through Katie's prowess on social media and community engagement projects such as Picturing Peace; taking part in the first Christmas Tree Festival at St Nicholas' church with the Trust's tree adorned with beautifully presented photographs of old Dereham; engagement with other bodies and the Town Council on developing proposals for a Heritage Centre in Dereham.

The meeting approved the report for submission to the Charity Commission along with the Annual Accounts.

### 4. **Annual Accounts and Treasurer's report**

Ken Hawkins (Treasurer) summarised the accounts and covering notes which had been circulated. He explained that this year the accounts had been split into two sections - the

Trust and the Museum/Archive as it was difficult to allocate costs between the Museum and Archive.

There were no questions on the accounts. Ken thanked Jim Stebbings for acting as the Trust's Independent Examiner. It was proposed by Steffi Spooner, seconded by Phillip Duigan and agreed unanimously that the accounts should be approved. Hilary thanked Ken for all his work as Treasurer.

## **5. Museum Mentor's Report**

The report from our Museum Mentor, Megan Dennis, had been circulated before the meeting and was noted, along with Megan's apologies for being unable to attend. Her report had praised the family friendly and multi-sensory innovations which meant that the Museum appealed to a wider range of visitors. Megan had also commented on the greater use of social media, community engagement through partnerships with other organisations, and the series of booklets being produced by DHT. All helped to raise the profile of the Trust in Dereham.

Megan had confirmed that the Arts Council was reviewing the programme for Museum Accreditation and felt that BBCM would be invited to seek re-accreditation in 2027.

## **6. Subscription rates**

In accordance with the Rules adopted by Dereham Heritage Trust, the Trustees proposed that subscription rates for 2025 should remain unchanged from 2024, ie single member £12, joint members at the same address £20.

In addition, it was proposed to continue the policy whereby new members joining between September and December receive half rate membership to the next 1 April, and those joining between January and March get membership to 1 April in the following year.

No changes were proposed to the costs of attending standard evening meetings. They would remain at £2 for members and £4 for non members.

## **7. Trustees**

Peter Wade-Martins had resigned as a trustee in December 2024.

The members agreed as follows:

that Katie Goodman and Caroline Rawlings be elected as Trustees for a three year period, and that Ken Hawkins and Sue Rockley be re-elected as trustees for a three year period. There were no further nominations for Trustees.

## **8. Chairmanship**

Ken took the chair for this item. The Trustees had proposed that Hilary Williams should continue as Chair of the CIO, and this was endorsed by the meeting.

## **9. Close of meeting**

As there was no further business, Hilary closed the meeting.