

# Bampton Community Archive

## AGM

Wednesday 16<sup>th</sup> August 2017 at the Old School Community Centre 7.45

1. Apologies
2. Minutes of the last meeting
3. Matters arising
4. Chairman's report
5. Treasurer's report
6. Archive Database update
7. Elections

To re-elect: Robin Shuckburgh. (Chair) Jo Lewington, Nick Newland (Treasurer), Pauline Hawkins, Wendy Rayner, Marea Brown (secretary) Nicky Gottellier, Miriam James, Lis Page, Jane Telfer.

8. Any other business
9. Refreshments

## MINUTES OF THE BAMPTON COMMUNITY ARCHIVE AGM HELD IN THE VILLAGE HALL JULY 20<sup>th</sup> 2016

Chairman: Robin Shuckburgh

Also Present:- Jenny Chaundy, Jo Lewington, Nicky Gottelier, Nick Thorpe, Miriam James, Nick Newland, Douglas Read MBE, Janet Rouse, Frank Hudson, Sue Turner, Nik Stanbridge, Beate Howitt, Lis Banham, Julie & Richard Smith, Helen Rainey, Mary Lynne Winship, Geoff Woodward, Vanessa Argles, Pat Deverson, Ron Harris.

Apologies from:- Janet Wilson, Jacky Allinson, Bob Landray, Molly Rose, Jane Telfer, David Pulman, Sally Cooper, Christopher Lethbridge, Jacky Geary, Rosemary Pelham, Wendy Rayner.

Robin welcomed everyone to the meeting and thanked them for coming.

The minutes of the last AGM were read and approval proposed by Miriam James, seconded by Nik Stanbridge and approved by the meeting.

Matters arising – Frank Hudson raised the question of security in the Vesey Room. Robin said he had consulted with the police who had advised against the introduction of a key safe. A lock has been put on the computer cupboard in the Vesey Room. Robin will see if the Co-op will agree to a notebook being put in place for sitters to sign before taking the key to the library and Vesey Room. CCTV cameras are to be installed in the Vesey Room in spite of the fact that there have been no break-ins so far. Robin is to talk to Mark Laister to see if the 'box' for the CCTV film can be placed in the computer cupboard.

Robin declared the interests of both himself and Nicky Gottelier in the work of the Archive, Robin through the selling of Pip Shuckburgh's art work and Nicky through making money taking guided Downton tours.

Robin then read the chair's report. (attached)

Nick Newland read the treasurer's report (attached) and Robin asked for the accounts to be approved – proposed by Lis Banham, seconded by Nicky Gottelier and approved by the meeting.

Robin then introduced Geoff Woodward, the architect in charge of the work on the Old Grammar School. Geoff explained that the work would start with the roof, probably in January, when the whole building will be covered with scaffolding and a protective covering. Competitive tenders had been submitted and Bicester Roofing had been chosen to carry out the work. The second stage will include the staircase, the floor, and the downstairs toilet and small kitchen. Geoff had pictures to show the proposed designs. He said that the final details are not yet decided. All work will be in keeping with the existing character of the building. The old upstairs floor will probably be covered with some sort of acoustic surface. There is the possibility of a stair-lift being installed at a later date. Geoff then invited questions from the audience. Nicky Gottelier asked if we could have Geoff's pictures of the proposed designs for display in the Vesey Room which was agreed. Lis Banham said she would be sorry to lose the wooden floor. There was some discussion on soundproofing options and the relative merits of cleaning different surfaces. Robin wondered if these sorts of decisions should be open to discussion among members, but Lis Banham and others agreed that such decisions were best left to the committee and to experts. Sue Turner asked what the restored upper

floor would be used for. Robin said that its prime purpose was as a home for the Archive but it would also become an important venue for the Downton tourism which is likely to continue for at least 10 more years. He envisaged the Downton Experience becoming even better with an extended shop and Downton museum ( costumes and gravestone). Sue Turner expressed concern that an upstairs shop would be ignored by the public. Robin said that there is some uncertainty as to whether the library might, at some future date, want the Vesey Room as part of the Library, but if that is the case, there are ways of luring the public to an upstairs shop. Richard Smith said he agreed with Sue that there are disadvantages to having the shop upstairs. Janet Rouse suggested that the toilet should be placed upstairs!

Robin announced the standing down of Vanessa Argles, the sitter's rota organiser whose job has been taken over by Jane Telfer, and of Christopher Lethbridge, membership secretary, whose job has been taken over by Nick Newland. All were thanked for their good work.

Robin asked the members if they would agree to re-elect the existing committee members. This was proposed by Jenny Chaundy and seconded by Lis Banham and approved by the meeting.

Robin said that our independent financial examiner, Nigel Wallis, has suggested that to comply with Charities Commission Best Practice, we should have a third trustee, and the Committee will consider this proposal.

AOB.

Nicky Gottelier asked about having a card machine installed in the Vesey Room as earnings were lost by not having one. Janet Rouse agreed. Nick Newland said that he has one ready to be installed and will do so. Jenny Chaundy says she is intending to introduce the new till in October when things are quieter and the sitters will be able to cope. Nicky Gottelier asked about the progress of the on-line shop. Robin said it is almost ready to be launched. Robin asked Jenny Chaundy if she could design a card which gives the web address of both the Archive and the on-line shop. Sue Turner suggested that paper bags could be designed with the same information on them. Janet Rouse said that although the Archive has achieved a great deal through the volunteers working to raise money for the restoration of the Old Grammar School, in fact this achievement has overshadowed the main point of the Archive and particularly the work of the archivist which gets neither an acknowledgement or a thank you. Janet talked in some detail about the work that she does which comes to a considerable number of hours a week. Jo suggested that a short piece on the actual work of the Archive and the archivist should be printed and available to include in grant applications. It was agreed that the Archive needs some further volunteers for example to make a photographic record of changes in Bampton and to collect references in the local papers on Bampton events.

The meeting was brought to a close with wine and snacks.



## Chairman's Report

July 2017

It won't have escaped your notice that the end of this financial year marks the conclusion of the first stage of our efforts to bring about the restoration of the Old Grammar School. With the financial help of the BEF, West Oxfordshire District Council, CPRE and thousands of passing tourists we have raised sufficient funds to complete the restoration of the roof.

Put in stark terms on paper like this you could be forgiven for thinking this was nothing particularly unusual. I very badly want somehow to ensure that everyone realises just what a wonderful achievement this is. An extraordinary team of people have worked tirelessly and entirely voluntarily for several years, dreaming up clever ways to raise money and, more importantly putting them into action. Anyone who has worked for local charities knows how difficult it is to raise even small sums. To raise hundreds of thousands is even more demanding.

It has been a privilege for me to watch from the touchline as this remarkable team set about the task and now, as I am sure you will agree, to enjoy the beauty of the results of their labour. The new roof is a brilliant testament to their efforts.

It is, of course, just the end of phase one. The internal work to replace the stairs, strengthen the upper floor and fit out the beautiful upstairs space is still to be achieved. The aim is to have raised the money in time to do the work during the quiet tourism time at the end of the year. This is a massively tall order but given the amazing record of this particular bunch of people I wouldn't bet against it. Either way we will persevere until the project is complete.

Of course, at the same time this project was absorbing so many people's attention, others in the Archive were making certain that business continued as usual.

Janet Rouse has been beaver away with Nic Stanbridge to keep the archive itself fed with an ever-increasing number of digital records, kept in a newly designed database with a completely transformed public interface. They are on the verge of transferring every one of the thousands of records into the new format, which will require some outside labour, but will leave Bampton with an historical record to match anything I, at least, have seen elsewhere. Janet's dedication to this long-term project has been amazing.

Our exhibitions this year have, once again set new standards of excellence. Firstly, a great photographic exhibition called A Snapshot of Bampton by Nik Stanbridge opened all our eyes to the beauty of many of the things that surround us every day but most of us fail to notice.

Then Jo Lewington and Miriam James investigated the History of the Tanning Industry in Bampton, giving us all an insight into the ways our predecessors made their living and for those whose name springs from that activity a real view of the lives of their ancestors.

Finally, Tom Papworth put together a detailed exhibition of the History of the Fire Brigade in Bampton, bringing to the task all his personal experience of the brigade and, in the process, enlightening us all about the great risks they run and their amazing dedication to our safety. This is surely what the Archive is all about.

So, after an historic year, I would like to offer my heartfelt thanks to all of you who have slaved away so incredibly hard to achieve this wonderful end. I obviously know that some have done more than others and that a few have contributed beyond all possible expectations, but I also know that all of you have helped as much as circumstances allowed and my gratitude, and that of the whole village, must be to you all equally.

As our meeting is in August, in the middle of the holiday season, it's possible that many of you might be unable to come. I therefore invite you to send me any comments or questions you like and I will raise them at the meeting on your behalf. We will also send you the minutes in which any responses to your notes will be recorded.

As is the statutory requirement for the AGM, the entire committee will be resigning with a view to seeking re-election. If you can't come to the meeting and you have any views on this vote please send them to me. First, I will try asking for one single vote to re-elect everyone. If that proves a non-runner, then we will vote individually. If that happens any postal or email notification will be taken into account.

Please send them to me at [rashuckburgh@gmail.com](mailto:rashuckburgh@gmail.com) or by snail-mail to:

Dragonfly, Cheapside, Bampton. OX18 2JL.

Robin Shuckburgh

Chairman. Bampton Community Archive. August 2017

## BAMPTON COMMUNITY ARCHIVE

### TREASURERS REPORT TO MEMBERS

I have pleasure in presenting the Consolidated Income and Expenditure Account for the Bampton Community Archive & Bampton Archive Trading Limited for the year ended 31 March 2017, together with explanatory notes.

The Accounts show an increase in funds in the year of £47,100, from £83,000 at last year end to £130,100 at this year end.

The main contributor to the result has been the Vesey Room which has generated sales of £69,500 and a gross profit of £34,400. A huge thank you to all involved in all aspects of the operation of the Vesey Room.

The Charity has also benefited from the generosity of the visitors to the Vesey Room and £8,800 has been donated by visitors.

Arrangements with Tour Groups to contribute to the fund raising based on visitor numbers generated £3,600 in the year and we are especially grateful to International Friends for the support they give to our Charity.

This has been a very satisfactory financial year for the Archive and we now have the scaffolding erected on the building so we are starting to fulfil the aspirations of our Members to firstly repair the roof and secondly raise the necessary funds to reinstate the first floor.

Nick Newland  
03 April 2017



**BAMPTON COMMUNITY ARCHIVE & TRADING COMPANY**

**CONSOLIDATED INCOME & EXPENDITURE ACCOUNTS FOR THE YEAR TO 31 MARCH 2017**

	Notes	2016/17	2015/16
<b>INCOME</b>			
Sales Vesey Room	1	69,507	62,917
Sales Other		0	110
Commissions Craft vendor sales	2	853	462
Donations from Individuals (subscriptions)	3	353	340
Donations from Tour Groups	4	3,572	3,834
Donations in Vesey room	5	8,819	6,539
Donations Save BOGS Fund Raising		274	2,041
Grant WODC	6	375	0
Events Others	7	820	1,864
Bank Interest Received		131	142
HMRC Gift Aid	8	1,676	612
Compensation from HSBC		0	0
Total Income		<u>86,380</u>	<u>78,861</u>
Less: <b>EXPENDITURE</b>			
Purchases for resale	9	35,053	29,932
Save BOGS Fund Raising costs		21	575
AGM & private viewing expenses		46	176
Repairs & maintenance	10	1,081	219
Computerisation & Website costs	11	2,234	2,509
Mobile phone		177	126
Public, Employee & Product Liability Insurance		385	379
Subscription Oxfordshire Museums		100	100
Subscription ICO Data Registration		35	35
Legal Annual Return filing		13	13
Legal Lease of Old School Building		0	500
Miscellaneous		<u>92</u>	<u>0</u>
		39,237	34,564
<b>EXCESS OF INCOME OVER EXPENDITURE FOR THE YEAR</b>	12	<u>47,143</u>	<u>44,297</u>
<b>BALANCE BROUGHT FORWARD AT 1 APRIL</b>		83,012	38,715
<b>BALANCE CARRIED FORWARD AT 31 MARCH</b>	13	<u>130,155</u>	<u>83,012</u>
<b>STATEMENT OF ASSETS</b>			
HSBC Community Accounts		43,325	3,350
HSBC Business Manager Accounts		57,166	57,135
Barclays Business Premium 10 Day Notice Account		12,019	11,920
Paypal		643	50
Stock		17,001	11,463
Creditors		0	-905
		<u>130,155</u>	<u>83,012</u>

# **BAMPTON COMMUNITY ARCHIVE & TRADING COMPANY**

## **NOTES TO CONSOLIDATED INCOME & EXPENDITURE ACCOUNTS FOR THE YEAR TO 31 MARCH 2017**

### **1 Sales - Vesey Room**

In April, May and June sales totalled	22,980	£1,767 pw	20,612
In July, August and September sales totalled	38,220	£2,940 pw	30,567
In October, November & December totalled	6,294	£484 pw	7,374
In January, February & March sales totalled	2,013	£155 pw	4,364
	<u>69,507</u>		<u>62,917</u>

### **2 Craft Sales**

Craft Sales totalled £3,412 in the year and Commission on these sales totalled £853.

### **3 Donations (Subscriptions from Members)**

These have increased from £340 last year to £353 this year.

### **4 Donations from Tour Groups**

These have totalled £3,572 in the year.

### **5 Donations in Vesey Room**

These individual donations total £8,819 in the year.

### **6 Grant from WODC**

This Community Activity Grant from WODC totalled £375.

### **7 Events - Others**

Net proceeds from Ray Burley Concert were £820.

### **8 Gift Aid**

Gift Aid received in the current year of £1,676 referred to the prior year's donations.

### **9 Purchases**

Includes Goods purchased for Resale and Printing of products for Sales.

Gross Profit percentage is about 50%.

### **10 Repairs & Maintenance**

Vacuum cleaner	100
Cameras & recording	592
New signage	354
Others	35
	<u>1,081</u>

### **11 Computerisation & Website Costs**

New scanner for archiving	501
Hosting & anti-virus	303
Purchase of domain names	100
Adobe subscription	159
AtoM migration of Archive	483
Virgin Media Business Broadband	688
	<u>2,234</u>

### **12 Excess of Income over Expenditure for the Year**

This is effectively the Profit for the Year amounting to £47,143.

### **13 Balance Carried Forward at the end of the year**

Bank Balances	113,154
Stock	17,001
	<u>130,155</u>



# Archive Database Upgrade Project – Progress Report

August 2017

As you all know, one of the key activities of the Archive is the actual archive database. This is the database of all things Bampton that goes back to when the organisation was formed. It contains historical artefacts, old and new, that are part of the rich history of our village. As with a lot of things these days, it is a digital, computer-based archive of photographs, scanned documents, and audio and video recordings. And as with all digital databases, we as an Archive have a duty to maintain its integrity and do all we can to ensure it will be usable in the future. With this in mind, Janet Rouse, our archivist, and I, embarked on a project last year to upgrade the computer system in which our digital artefacts were recorded and stored.

The rationale for the upgrade was, broadly speaking, to make Janet's job of getting items into the database easier; to make it easier for anyone, anywhere, to access the 1,000s of items in the database; and to future-proof our investment of time and energy in the archive.

The first part of the project was to select and install a new database system. In my then professional (day job) capacity, I was able to research and select a suitable replacement for the Modes system that had stood us in good stead for the past 10 years or so but was no longer meeting all our needs. The AtoM (Access to Memory) system was selected as it met our brief, was designed for archives like ours, and was, additionally open source and free - the former being an important element in our future-proofing strategy.

With the basic system installed and tested, we had an empty archive database ready to populate with both our historical assets residing in the old system and the new items that Janet, on a daily basis, adds to our ever-growing Archive resource.

Janet and I worked together to get the system configured how we wanted it to be - both for her data entry activities and for the public accessibility of the items in it. That done, over the winter months, Janet worked hard to get new items added, overcoming technical challenges and learning many new skills along the way. As of August 2017, Janet has added 900 items to the database, and this is growing daily (normally when the weather is poor, and Janet cannot get out and tend her garden).

The second part of the project is to migrate the 6,000 or so items from the old system to the new. This is quite a challenge but one that we were well aware of before we embarked on the upgrade. It is quite a big task and I'm afraid this part of the project stalled while the other work on the archive was going on, but I will pick it up again in the autumn with some outside help to convert the old records into the format required for importing into the new system.

I encourage you to visit the archive database and see for yourself what has been achieved so far. All feedback, ideas and suggestions as to how it could be enhanced or improved would be most welcome.

[atom.bamptonarchive.org](http://atom.bamptonarchive.org)

Nik Stanbridge

Database Administrator