

**Annual General Meeting**  
**Kingston Arms, Newport Road, Cowes**  
**Monday 15<sup>th</sup> June 2015 at 7:00pm**

**Present:**

**Trustees:** Richard Day, Graham Lloyd, Jon Matthews (Chairman), John Pullen (Treasurer) & Barry Sowerby (5)

**Members:** Vicky Basford, Tony Brown, Godfrey & Shirley Butchers, Adrian & Jacky Gallaher, Richard & Fiona Hughes, Ken Matthews, Bill & Marilyn Martin, Jo McKinnie, Jacquie Pearce, Hazel Pullen, Henry Slater, Pauline Sowerby, Bernard Taylor, Charlie Taylor, Stella Watling and John & Suzanne Wolfe (21)

**1. Apologies for Absence**

Geoff & Kay Banks, Chris & Pat Ely, Reg & Joan Finch, Paul & Karen Fuller, John & Barbara Herbert, David & Win Jones, Jerry & Cecelia Lange, Heather Light, Terry & Val Pearson, Brenda Pearson-Woodd, Sally Pigot, Donna Robinson, Chris & Carol Russell, Patricia Self, Mary Silk, Anna Sladden, Patrick Tuffin, Graham Warr, Colin & June Withers and Maxine Yule (30)

**2. Minutes of the 2014 AGM**

These were accepted as a true record and signed by the Chairman.

**3. Chairman's Report**

Jon Matthews circulated a written report (attached).

**4. Amendment to the Objects**

After some debate, the following new Objects, proposed by Charlie Taylor and seconded by Stella Watling, were adopted:

*To promote the heritage, preservation, restoration and maintenance of Northwood Cemetery including its chapels and other standing structures for the public benefit.*

*To promote and maintain the burial records of Northwood Cemetery for the public benefit.*

*To promote the sympathetic preservation of the landscape, arboreta, flora and wildlife of Northwood Cemetery for the public benefit.*

## 5. Treasurer's Report

John Pullen circulated a written report (attached).

## 6. Election of Trustees:

The following Officers were elected:

		Proposed by	Seconded by
Chairman:	<b>Jon Matthews</b>	Hazel Pullen	Suzanne Wolfe
Secretary:	<b>David Jones</b>	Barry Sowerby	Stella Watling
Treasurer:	<b>John Pullen</b>	Richard Day	John Wolfe

The meeting agreed that the following Trustees may be elected 'en bloc':

<b>Richard Day</b>	)		
<b>Paul Fuller</b>	)		
<b>Jo McKinnie</b>	)	John Pullen	Ken Matthews
<b>Graham Lloyd</b>	)		
<b>Barry Sowerby</b>	)		

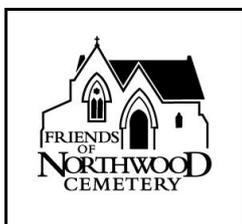
Jo McKinnie, as a new Trustee, was welcomed to the Board by the Chairman.

## 7. Appointment of Financial scrutineer:

<b>Amy Davis</b>	Jon Matthews	John Pullen
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The meeting closed at 7:31pm

Jon Matthews  
Acting Secretary



## Chairman's Report

for the year 1<sup>st</sup> April 2014 to 31<sup>st</sup> March 2015

The year started with us on tender hooks waiting for the **Heritage Lottery Fund's** decision on our grant application (in partnership with the **Isle of Wight Council**, the landowners) for funding (i) **to restore the West Chapel into a Heritage Centre**; (ii) **to create a Woodland Burial ground**; and (iii) **to create a Heritage Trail** - amongst many other things as detailed in the **Activity Plan** (which is available to view on the website).

I'm very pleased to report that the partnership was successful and the HLF granted us £75,300 to do the professional work (architects, surveyors, structural engineers, etc.) required to dot the 'i's and cross the 't's – and move from an outline specification to a detailed professionally produced specification costed by a qualified Quantity Surveyor.

I'm also pleased to report that we undertook this 'development' phase **within** budget (ie: the actual grant required was £69,398) and **within** timescale (ie: by February 2015).

However, the cost of addressing the newly discovered issues with cracking masonry and the interior walls of the East Chapel escalated the funding required; consequently the initial order of cost (£1,064,000) for the project, which was accepted by the HLF when it agreed to advance £75,300, has increased sharply – to over £1.6m.

This has resulted in a revised application which we have now submitted and we are, once again, on tender hooks. Had the cost uplift been 10% (or, perhaps, even 20%) historical data suggests we would still have the project funded by the HLF. But an uplift of over 60% really means we have to go back to square one in their decision making cycle.

Earlier in June, two HLF decision makers visited the Cemetery to see at first hand the deterioration of the East Chapel since our initial application. It is heart-breaking when one recalls all the volunteer hours expended, not to mention funds, in getting it 'fit-for-purpose' as a chapel to hold funeral services – little of which is now of value going forward (though the sponsorships of windows will be protected).

The good news is that there is undoubtedly a genuine will from the HLF people to continue to support the **Northwood Cemetery Heritage Project** – but the situation is competitive once again. We have to share a finite 'pot' of money and a decision will be made on the merits of **all** applications (up and down the land). We should know whether we are successful by the end of June.

None of this could have been achieved without the tireless efforts of our Project Managers, **Linda Ovník** and **Janis Mundell**, supported by the professional firms that have been contracted. A huge vote of thanks goes to each and every one of them.

As many of you will know the HLF (in line with most funders) do not give out 100% of what is required – the recipient organisation has to make a contribution (known as ‘match funding’). So **Fund Raising is very, very high** on the Board’s agenda!

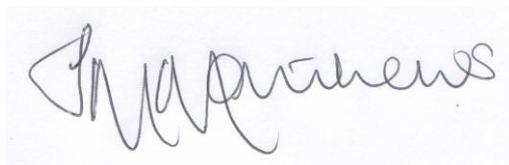
We have enjoyed some success; in particular we are extremely grateful to all those “Friends” who have made donations (totalling over **£1,000** in the year) and/or who have sponsored trees/benches and/or those who have taken out Life membership (at £100). **Stella Watling’s** initiative to distribute “Loose Change” boxes in and around Cowes shops and pubs has also generated over **£500** (to date and counting). And we are approaching **£1,000** generated from quiz nights at the **Kingston Arms** and the **Cowes Ale House**, to whom we also express grateful thanks.

The ‘not-so-good’ news is that this activity has to **increase** – we just can’t stand still – so if you have any fund raising ideas please step forward! We need to raise **£10,000** during the next two years to meet the plan we have submitted to the HLF.

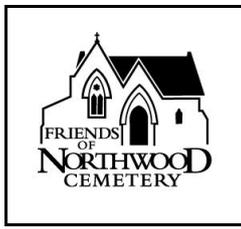
Needless to say the **Northwood Cemetery Heritage Project** has consumed most of the efforts of the Board over the past year - and I am indebted to its members for their individual contributions. However, when **Sheila Caws** took on the role of Membership Secretary in 2013 she was ‘between jobs’; happily for her (but not for FoNC!) she now has two demanding jobs and something had to give; when that happens it’s the voluntary job that has to go. Our thanks go to Sheila who resigned as a Trustee but who is continuing with creating ‘plot maps’ detailing the locations of graves within plots. If anyone is interested in assuming the role of Membership Secretary, please let me know.

The **Friends of Northwood Cemetery** held an Open Day on Saturday 4<sup>th</sup> October 2014 to (most particularly) make available to the public the Architect’s plans; unfortunately we managed to pick a rainy day sandwiched between two beautiful autumnal days so the numbers attending were restricted. The plans are available to view on the website.

Finally, I would like to congratulate our hard working Secretary, **David Jones**, on his election last month as the **Mayor of Cowes**.

A handwritten signature in blue ink, appearing to read 'Jon Matthews', written on a light-colored background.

Jon Matthews  
Chairman  
15<sup>th</sup> June 2015



## Treasurer's Report

for the year 1<sup>st</sup> April 2014 to 31<sup>st</sup> March 2015

In June 2014 we were successful in obtaining a grant from the Heritage Lottery Fund of (up to) £75,300. This was received and the work to discharge the grant was completed all within the fiscal year.

In the event, the actual amount that was advanced by the HLF was £69,398 – so we came in nearly £6,000 under budget.

How this was spent is detailed in the Statement of Accounts, copies of which are available to inspect. A separate 'project' bank account was opened to manage these funds which, on 31<sup>st</sup> March 2015, had returned to a zero balance.

Expenditure 'outside' the HLF funded project exceeded Income by £226.

On the Income side, Subscriptions realised £2,215, Donations amounted to £1,009, Sponsorships of trees and benches totalled £650 and other fund raising activities contributed £977. We also received £810 in Gift Aid claims. Total income was £5,662.

The main items on the Expenditure side were Professional fees (£1,000), Ground maintenance (£603), administration (£407) and Insurance (£377). Total Expenditure was £5,888 (which includes £3,215 used as 'match funding' for the HLF grant).

The Accounts were certified by Amy Davis, a qualified Accountant, as the demands of audit (as specified by the Charity Commission) will increase substantially with the increase in turnover expected in the coming years.

Accordingly, it was deemed appropriate to switch to a qualified financial scrutineer as soon as practical.

J D Pullen  
15<sup>th</sup> June 2015