



Annual General Meeting
Kingston Arms, Newport Road, Cowes
Monday 13th June 2016 at 7:00pm

Present:

Trustees: Peter Almond, Richard Day, David Jones (Secretary), Graham Lloyd, Jon Matthews (Chairman), John Pullen (Treasurer), Barry Sowerby and Stella Watling (8)

Members: Brian Buckett, Steve Callar, Adrian & Jacky Gallaher, Ken Matthews, Hazel Pullen, Newman & Jill Smith, Roger Williams and John & Suzanne Wolfe. (11)

1. Apologies for Absence

Geoff Allan, Gillian Arnell, Brian Balshaw, John Barry, Vicky Basford, Fiona Baum, Gillian Blackburn, Godfrey & Shirley Butchers, Anne Charvet, Jo Cottingham, Roger Crew, Richard de Kerbrech, Kathy and Terry Eastaff, Geoffrey Fuller, Reg Finch, Karen Graves, John Groves, Charles Hallifax, John & Barbara Herbert, David & Mary Hunnybun, Ian & Mary Jarvie, Ray Jolliffe, Glenn Lane, Cecelia Lange, Heather Light, Jo Mckinnie, Bill & Marilyn Martin, Joan Matthew, Roy & Stephanie Monk, Jacquie Pearce, Terry & Val Pearson, Andrew Pellow, Sarah Pigot, Don & Jill Roe, Carol & Chris Russell, Monica Scott, Patricia Self, Mary Silk, Rosemary Stewart, Charles Taylor, Hilary Tomlinson, Patrick Tuffin, Paul & Cheryl Vernon, David Walters, Anthony & Brenda Warne, Graham & Maxine Warr, Colin & June Withers and Brenda Pearson-Woodd.

2. Minutes of the 2015 AGM

It was proposed by Richard Day, seconded by Brian Buckett, that these were a true record and they were signed by the Chairman.

3. Chairman's Report

Jon Matthews circulated a written report (attached).

4. Amendment to the Objects

It was proposed by John Pullen and seconded by Stella Watling that the amendments to the Constitution (attached) be accepted. There was a unanimous vote in favour of this proposal, including 60 proxy votes (all absent members had agreed that the Secretary may cast their votes in favour of this amendment).

5. Treasurer's Report

A Statement of Accounts was circulated (attached). It was proposed by Graham Lloyd, seconded by Steve Callar, that this be a true record of FoNC's Accounts. There was a unanimous vote in favour of this proposal, including 60 proxy votes cast by the Secretary. The Chairman confirmed that a notice will be placed in the next Newsletter indicating that members unable to attend the AGM can request a copy of the Statement of Accounts.

Election of Trustees:

The Secretary took the Chair for the election of Chairman:

		Proposed by	Seconded by
Chairman:	Jon Matthews	Richard Day	Hazel Pullen

The following Officers were elected:

Secretary:	David Jones	Jon Matthews	Stella Watling
Treasurer:	Richard Day	John Pullen	David Jones

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

Peter Almond)		
John Pullen)		
Graham Lloyd)	Newman Smith	Steve Callar
Barry Sowerby)		
Stella Watling)		

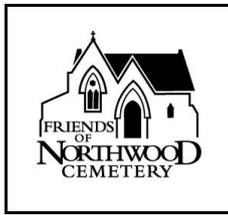
6. Appointment of Financial scrutineer:

Amy Davis	Suzanne Wolfe	Ken Matthews
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The meeting closed at 7:25pm



David Jones
Secretary



Chairman's Report

for the year 1st April 2015 to 31st March 2016

In my report last year, I mentioned that we were on tenterhooks waiting for a decision on our grant application from the **Heritage Lottery Fund**. This year we were in just the same position because of the significant deterioration in the East Chapel which required us to go back to the HLF with a request to increase the funding we sought from circa £1.1m to circa £1.6m. Happily the HLF said “yes”!

Accordingly, and after a very competitive tendering process and a lot of ‘preliminaries’, contractors (**G J Banks (IW) Ltd**) were appointed in March (and the on-site works started in May 2016). Those of you close enough to witness what’s going on will be only too aware as builder’s compounds have been erected, the chapels have been surrounded by Heras safety fencing and concrete ‘pins’ (some 14 metres in length!) are now being inserted vertically; in time these will be spanned by underground beams to carry the weight of the buildings – and their stability will reign at last!

Since the last AGM the two south eastern plots (at ‘the bottom’ of the Cemetery) known as Plots 40 and 41 have been transformed beyond recognition. Last summer they were overgrown after circa 80 years of neglect - but firstly our conservation volunteers, then a professional company (**Groundsells Contracting**), cleared the area and landscaped it to become a **Natural Burial Ground**. This will be available for burials when the ground has settled in 2017.

In addition, a Gazebo has been erected at the ‘top’ of Plot 42 (the Muslim burial plot) to provide shelter for funeral services for Natural burials – and for those faiths where the consecrated East Chapel would not be appropriate.

As part of the grant from the HLF the **Friends of Northwood Cemetery** has pledged to contribute £10,300 in cash – and many hundreds of hours of volunteer effort. This seemed to be a very fair deal for attracting over £1.6m of public money! Accordingly fund raising is very high on the agenda and I’m very pleased to report that we are well over half way there thanks, to a great extent, to **Stella Watling’s** efforts (ably supported by **Val Bennett**) with Loose Change boxes, Yard sales and Car Boot sales. In addition the **Cowes Ale House** has contributed nearly £2,000 from fortnightly Quiz nights.

We have also received a donation of £1,000 from the **Isle of Wight Family History Society** as a lien to becoming a preferred user of the West Chapel (to be known as the **Heritage Centre**) when the **Northwood Cemetery Heritage Project** is completed in late 2017.

Because of his commitments on the Executive Committee of the Isle of Wight Council, **Paul Fuller** stood down as a Trustee in February regretting that time had precluded him from taking a more active role in our progress.

However, we are very pleased to welcome **Peter Almond** to the Board of Trustees. Peter joined in January and he brings a wealth of experience from his days in Education, most recently, as Chair of the Governors of **Lanesend Primary School**. Welcome aboard Peter!

Once again the membership for the year ending 31st March 2016 exceeded 250 with 46 Life members. For the year commencing 1st April 2016 we have already surpassed this figure thanks to the efforts of our new Membership Secretary, **Steve Callar**. His partner **Alison Palmer** has also assumed the role of Red Squirrel monitor and we are striving to get 'a handle' on the red squirrel population in the Cemetery.

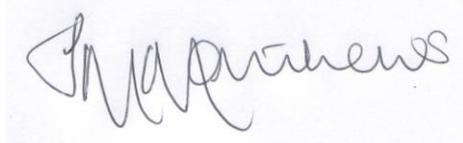
I would also like to acknowledge the professionalism that **Jo Mckinnie** puts into the production of our quarterly newsletters; many members, particularly those who don't live on the Island, comment on how much they appreciate them as a means of keeping in touch with our progress.

The conservation volunteers, who meet on Saturday and Wednesday mornings, have had a busy year. After starting the clearance of Plots 40 and 41 they have cleared the undergrowth in Plots 11 and 12 and acquired a 'chipper' to recycle brash. This has produced wood chippings that have been used to convert the paths leading from the **Cowes Medical Centre** entrance to the Cemetery from quagmires in the winter to paths that can be used by visitors to the Cemetery.

The **Friends of Northwood Cemetery** has held two Open Days in the year - on Saturday 7th November 2015 at Northwood House and on Saturday 12th March 2016 at the Crematorium in Whippingham. Both were held as 'information events' for the general public where the then status of 'the Project' and timescales were presented. The first, being held on the Saturday before Remembrance Sunday, also focussed on the Cemetery's connection to the World Wars whilst the second had 'natural burial' as its theme and we were fortunate to obtain the services of **Ian Quance**, the UK expert on natural burials to present on adopted practices and policies.

We are indebted to the support we have received from the **Isle of Wight Council** to bring the **Northwood Cemetery Heritage Project** to reality. Our partnership with them has been a shining light in otherwise difficult times for Local Authorities. Whilst it has not been in a position to invest significantly in funds and manpower the **Isle of Wight Council** has provided cash flow support as the **Heritage Lottery Fund** requires costs to be incurred before claims can be reimbursed.

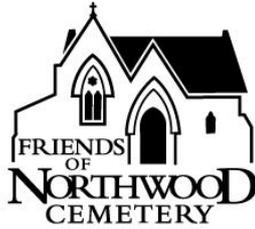
Finally, and as I commented in last year's report, none of this could have been possible without the tireless efforts of our Northwood Cemetery Heritage Project Manager **Linda Ovnik**, ably supported by **Janis Mundell** (who was the Project Manager of the HLF-funded Ryde Cemetery restoration project which completed 5 years ago). Our thanks go to Linda for all the midnight oil she has consumed!



Jon Matthews

Chairman

13th June 2016



Amendment to the Constitution

The **third** Object of the **Friends of Northwood Cemetery** was changed at last year's AGM to:

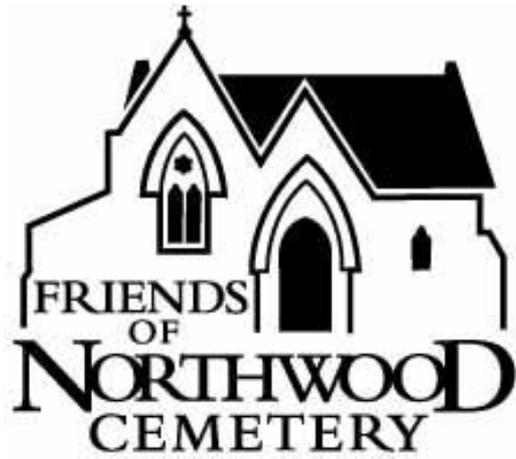
To promote the sympathetic preservation of the landscape, arboreta, flora and wildlife of Northwood Cemetery for the public benefit.

When advising the Charity Commission of the change to "**sympathetic preservation**" from "**conservation**" they objected as the phrase "was not in a charitable format" and advised that we should revert to the original "**conservation**".

Also, the Board (mindful of successor planning) propose the addition of a new Clause 17.3:

The Chair shall serve for a maximum period of three consecutive years; the Chair may only be re-elected for a subsequent consecutive year if there are no other nominations for the position of Chair, proposed, seconded and received by the Secretary 14 days prior to the AGM.

David Jones
Secretary



STATEMENTS OF ACCOUNTS

for the year ended

31st March 2016

**FRIENDS OF NORTHWOOD CEMETERY
REPORTS AND FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31ST MARCH 2016**

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FRIENDS OF NORTHWOOD CEMETERY
REPORT OF THE TRUSTEES
FOR THE YEAR ENDED 31ST MARCH 2016

Constitution

Friends of Northwood Cemetery is a Registered Charity (no: 1143917) governed by its Constitution.

Trustees

The work of the Charity is overseen by a Board of Trustees, in accordance with Charity Law, and throughout this report is referred to as “the Trustees”.

The Trustees serving during the year ending 31st March 2016 were as follows:

Jon Matthews (Chair)
Peter Almond (appointed January 2016)
Richard Day
Paul Fuller (resigned February 2016)
David Jones (Secretary)
Graham Lloyd
John Pullen (Treasurer)
Barry Sowerby
Stella Watling

The Trustees are pleased to present their report together with the Financial Statements of the Charity for the year ended 31st March 2016.

The Financial Statements comply with current statutory requirements and its Constitution.

Objects of the Charity

The Objects of the Charity as set out within its Constitution are:

- To promote the heritage, preservation, restoration and maintenance of the 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; and
- To promote the sympathetic preservation of the landscape, arboreta, flora and wildlife of Northwood Cemetery for the public benefit.

To further the above objects the Charity was successful during the year in securing a Delivery Grant from the Heritage Lottery Fund/BIG Lottery Fund to develop a major restoration project at the Cemetery in partnership with the Local Authority.

Organisation

The Trustees oversee the administration of the Charity and meet on a monthly basis. The day to day operations of the Charity are supported by professional advisors as and when needed as the Charity employs no staff.

FRIENDS OF NORTHWOOD CEMETERY
REPORT OF THE TRUSTEES (continued)
FOR THE YEAR ENDED 31ST MARCH 2016

Review of the Activities and Future Developments

During the year the Charity was successful in submitting a bid for and securing a Delivery Grant (Round 2) from the Heritage Lottery Fund/BIG Lottery Fund in partnership with the Isle of Wight Council. This has allowed them to commence a major restoration and enhancement project at the Cemetery to include the full restoration of the two Victorian Chapels which were at risk of collapse, the creation of a Natural Burial Ground, restoration of key memorials and heritage artifacts and the development of a number of exciting opportunities to better explain and interpret the heritage and conservation value of the Cemetery.

The project is expected to be completed in late 2017.

To support this expansion of their activity, the Trustees have used the advice and expertise of a range of professional contractors across a wide range of specialist areas including architects, project management advisors and structural engineers, supported by the Local Authority.

The expansion of activity has been further supported by a robust risk management plan to ensure that the project proposals are deliverable, do not place the Charity or any third party at risk and can deliver the planned outcomes in furtherance of the Charity's objects.

Trustees Responsibilities in relation to the Financial Statements

The Trustees have prepared the financial statements to give a true and fair view of the state of the affairs of the Charity at the end of the financial year and of its surplus or deficit for the financial year. In doing so, the Trustees are required to:

Select suitable accounting policies and then apply them consistently;

Observe the methods and principles in the Charity SORP;

Make judgements and estimates that are reasonable and prudent;

Prepare the financial statements on the 'going concern' basis unless it is inappropriate to presume that the Charity will continue its operation.

The Trustees are responsible for maintaining proper accounting records which disclose with reasonable accuracy at any time the financial position of the Charity and enables them to ensure that the financial statements comply with Charity Law. They are also responsible for safeguarding the assets of the Charity and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

Approved by order of the Board of Trustees on 13th June 2016 and signed on its behalf by:

Jon Matthews
Chairman

**INDEPENDENT EXAMINER'S REPORT TO THE TRUSTEES OF THE
FRIENDS OF NORTHWOOD CEMETERY (Registered Charity no 1143917)**

I report on the accounts for the year ended 31st March 2016 set out on pages 6 to 9

Respective responsibilities of trustees and examiner

The Charity's Trustees are responsible for the preparation of the accounts. The Charity's Trustees consider that an audit is not required for this year under Section 144(2) of the Charities Act 2011 (the 2011 Act) and that an independent examination is required.

Having satisfied myself that the Charity is eligible for independent examination, it is my responsibility to:

- examine the accounts under Section 145 of the 2011 Act;
- to follow the procedures laid down in the General Directions given by the Charity Commission (under Section 145(5) (b) of the 2011 Act; and
- to state whether particular matters have come to my attention.

Basis of the independent examiner's report

My examination was carried out in accordance with the General Directions given by the Charity Commission. An examination includes a review of the accounting records kept by the Charity and a comparison of the accounts presented with those records. It also includes consideration of any unusual items or disclosures in the accounts and seeking explanations from you as Trustees concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit and consequently no opinion can be given as to whether the accounts present a 'true and fair view' and the report is limited to those matters set out in the statements below.

Independent examiner's statements

In connection with my examination, no matter has come to my attention:

- 1) which gives me reasonable cause to believe that, in any material respect, the requirements to keep accounting records and prepare accounts in accordance with the methods and principles of the Statement of Recommended Practice: Accounting and Reporting by Charities have not been met; or
- 2) to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.

Amy Davis, MAAT
73 Lugley Street
Newport
Isle of Wight
PO30 5HA

**FRIENDS OF NORTHWOOD CEMETERY
STATEMENT OF FINANCIAL ACTIVITIES
FOR THE YEAR ENDED 31st MARCH 2016**

INCOME AND EXPENDITURE ACCOUNT

	Notes	Unrestricted Funds	Restricted Funds	2016 Total Funds	2015 Total Funds
INCOMING RESOURCES					
Incoming resources from generated funds:					
Membership income		£3,290		£3,290	£2,215
Fundraising and Donations		£5,106	£1,000	£6,106	£2,637
Grants	2	£9,000	£126,538	£135,538	£69,398
Gift Aid		£1,005		£1,005	£810
Total incoming resources		£18,401	£127,538	£145,939	£75,060
RESOURCES EXPENDED					
Costs of generating funds					
Charitable activities	3	£15,811	£131,688	£147,499	£75,287
Total resources expended		£15,811	£131,688	£147,499	£75,287
NET INCOMING/(OUTGOING) RESOURCES					
		£2,590	(£4,150)	(£1,560)	(£226)
Net movement in funds		£2,590	(£4,150)	(£1,560)	(£226)
RECONCILIATION OF FUNDS					
Total funds brought forward		£8,170	(£3,216)	£4,954	£4,954
TOTAL FUNDS CARRIED FORWARD		£10,760	(£7,366)	£3,394	£4,954

**FRIENDS OF NORTHWOOD CEMETERY
STATEMENT OF FINANCIAL ACTIVITIES
FOR THE YEAR ENDED 31st MARCH 2016**

BALANCE SHEET

	Notes	Unrestricted Funds	Restricted Funds	2016 Total Funds	2015 Total Funds
FIXED ASSETS		-	-	-	-
CURRENT ASSETS					
Debtors			£8,868	£8,868	-
Cash at bank and in hand		£2,394	£178,832	£181,226	£4,954
		£2,394	£187,700	£190,094	£4,954
CREDITORS					
Amounts falling due within one year	4	-	£186,700	£186,700	-
NET CURRENT ASSETS		£2,394	£1,000	£3,394	£4,954
TOTAL ASSETS less CURRENT LIABILITIES		£2,394	£1,000	£3,394	£4,954
CAPITAL AND RESERVES					
Unrestricted funds		£2,394			£4,954
Restricted funds		£1,000			
TOTAL FUNDS		£3,394			£4,954

The Trustees in accordance with Charity Commission guidance have not required the Charity to obtain an audit of its Financial Statements for the year ended 31st March 2016.

The Trustees acknowledge their responsibilities for:

- a) ensuring that the Charity keeps accounting records in accordance with the general directions given by the Charity Commission;
- b) that Financial Statements are prepared in accordance with Section 144(2) of the Charities Act 2011 with an independent examination; and
- c) preparing Financial Statements which give a true and fair view of the state of affairs of the Charity as at the end of each financial year and of its surplus or deficit for each financial year.

These accounts have been prepared in accordance with the Financial Reporting Standard for Smaller Entities (2008).

The Financial Statements were approved by the Board of Trustees on 13th June 2016 and were signed on its behalf by:

Jon Matthews
Chairman

**FRIENDS OF NORTHWOOD CEMETERY
STATEMENT OF FINANCIAL ACTIVITIES
FOR THE YEAR ENDED 31st MARCH 2016**

NOTES TO THE FINANCIAL STATEMENTS

1. Accounting Policies

Accounting convention

The Financial Statements have been prepared under the historical cost convention and in accordance with the Financial Reporting Standard for Smaller Entities (2008) and the requirements of the Statement of Recommended Practice, Accounting and Reporting by Charities.

Incoming resources

Grants made for specific purposes are credited to restricted funds. Donations include all voluntary income, from whatever source, and is accounted for as income at the time of receipt.

Resources expended

Resources expended are recognised in the period in which they are incurred. Costs directly attributable to the objectives of the Charity are included in charitable activities.

Tangible Fixed Assets

The Charity has no tangible fixed assets.

Fund Accounting

Unrestricted funds can be used in accordance with the charitable objectives at the discretion of the Trustees.

Restricted funds can only be used for particular restricted purposes within the objects of the Charity. Restrictions arise when specified by the donor or grant funder when funds are restricted to specific purposes.

2. Grants

In the year ending 31st March 2016, the Charity was awarded a Delivery Grant of (up to) £1,685,100 from the **Heritage Lottery Fund/BIG Lottery Fund** for the restoration of the Cemetery including the two Victorian Chapels which were at risk of collapse. Grant funding is claimed quarterly in arrears based upon a 92% expenditure payment percentage and the whole grant must be expended by December 2017.

A further grant was received from the **Isle of Wight Council** for the supply of benches and ground preparation of £9,000 during the year and a £1,000 donation (restricted fund) was provided by the **Isle of Wight Family History Society** to be used on partnership initiatives following the completion of the Northwood Cemetery Heritage Project.

3. Resources expended – charitable activities

	Unrestricted Funds	Restricted Funds	2016 Total Funds	2015 Total Funds
Professional Fees	£4,794	£72,419	£77,213	£71,711
Stationery and Printing	£40	£804	£844	£733
Small Equipment and Materials	£9,610	£525	£10,135	£729
Travel and Volunteer Expenses	£192	£489	£681	£886
Charges and Subscriptions	£98	-	£98	£41
Light and Heat	£199	-	£199	£159
Insurance	£725	-	£725	£435
Training	-	£1,850	£1,850	-
Marketing and Volunteer Recruitment Costs	-	£506	£506	£448
Website Costs	-	£152	£152	£144
Restoration Costs	-	£55,096	£55,096	-
Total	£15,658	£131,841	£147,499	£75,286

4. Amounts falling due within one year

Amounts falling due within one year include cash flow support (loan) provided by the **Isle of Wight Council** of £155,000 to support the delivery of the HLF project. A deferred grant of £20,000 from the **Isle of Wight Council** towards the cost of the HLF project will be released into the income and expenditure during the next financial year.

5. Trustees Remuneration and Benefits

There were no Trustees' remuneration or other benefits for the year ended 31st March 2016.