

MILTON KEYNES HERITAGE ASSOCIATION

**Annual General Meeting
Wednesday 28th September 2016, 7.30pm
Milton Keynes Museum - Granary Tea Room**

PRESENT

David Muston (Chair)	Calverton Records Project
Neil Loudon (Vice Chair)	Stacey Hill Society
Dianne Sutton (Treas.)	Bradwell Parish Heritage Group
Jennifer Cooper (Secretary)	New Bradwell Historical Group
Cheryl Butler (Minutes)	Deanshanger Village Heritage Society
Alan Cooper	New Bradwell Historical Group
Robert Excell	Individual Member
Ruth Cammies	The Open University Archive
Aggie O'Hara	CMK Libraries – Local Studies
Charlotte Hall	Old Woughton Heritage Group
John Clarke	Woburn Heritage Centre
Diana Kesterton	Bow Brickhill Historical Society
Tony Slocombe	Yardley Hastings
Tony Kesten	CLASP
Annette Bull	Hanslope Historical Society
Bill Griffiths	Milton Keynes Museum
Athina Beckett	Buckingham Canal Society
Geoffrey Dawe	Two Villages Archive Trust
Chris Stapleton	North Crawley Historical Society
Bill Andrew	National Badminton Museum
Brenda Andrew	National Badminton Museum
Roly Doggett	Bletchley Archaeological & Historical Society

APOLOGIES

Sue Blake	Castlethorpe and Haversham Groups
Roger Emery	Wolverton & District Arch & Hist Society
Shane Downer	MKC Senior Heritage Development Officer
Mike & Susan Neale	Olney & District Historical Society
Brian Giggins	Towcester & District Local History Society
Peter Barnes	Simpson History Group
Nick Crank	MKC Senior Archaeology Officer

Item		Action
1.0	<p>Welcome & Introduction</p> <p>Dave welcomed all to the meeting. Thanked Bill for providing the venue and Dianne for organising the refreshments</p> <p>Dave outlined the Agenda for the evening asking for notice of Any Other Business from the floor – none received</p>	
2.0	<p>Approval of AGM Minutes 2015</p> <p>Minutes of the AGM held 25th September 2015 were approved</p> <p>Proposer: Roly Doggett, BAHS, Secunder: John Clarke, Woburn Heritage centre</p>	
3.0	<p>Matters Arising</p> <p>Dealt with under the agenda accept:</p>	
3.1	<p>Joint Public Liability Insurance – Updated</p> <p>Insurance to cover members’ events and activities, Exec investigated and the best result found is that offered by paying £65 to join the British Association for Local History (BALH) and then members events are covered as part of their members insurance. Always read any conditions criteria and small print see: https://www.balh.org.uk/uploads/files/BALH_Insurance_Fact_Sheet_For_Local_Societies_2017.PDF.pdf</p>	
4.0	<p>Guest Speaker: Bill Griffiths – Milton Keynes History Festival Update Scheduled for 18th & 19th June 2017, Campbell Park, Milton Keynes</p> <p>Bill and Dave outlined the proposals for the above, showing images of the proposed area of Campbell Park where displays and stalls to be located.</p> <p>Main pedestrian access will be from across the road bridge from the John Lewis end of the Shopping Centre passing the MK Rose. The Parks Trust is an onboard partner, supplying in-kind services worth £10k.</p> <p>Re-enactor Societies plan on this being one of the 3 nationwide major year-long events. Tod Booth is leading on planning the logistics of the event, which is aiming to be a high-class event with Battle of Britain flight and a Hurricane and Spitfire on the ground. Milton Keynes has never hosted such an event before, and the event will form one of the main MK50 celebratory 2017 events.</p> <p>Entertainments will be provided for the public all day in various areas/arenas. With re-enactments from all periods of history, the Stage will host performance art programmes. The intention is to provide a wide range of activities for the public, including re-enactment battles, displays etc. plus food courts, trading areas, living history displays. In the amphitheatre the Consortium will use one level and its proposed MKHA and its members will occupy the other.</p> <p>The Festival will be an important step in raising the profile of heritage in MK and it is hoped could become a bi-annual event (alternating with the <i>International Festival</i>). To do this it is imperative that as many MKHA organisations sign up to participate. MKHA is about to hold workshops to assist members in planning and working through activities and options available.</p> <p>MKHA has agreed to lead with a corporate stall but as many members as possible are urged to become involved. Festival organisers have offered as an incentive a free pop-up banner designed and printed for each participating group. Public Liability insurance will be underwritten by the organisers</p> <p>The stall would need to be manned at all times with two members dressed in period costume (of any era). It should include a history display and a related family friendly activity (images of some activities undertaken by groups previously were shown by way of example).</p> <p>MKHA will offer grant support for any group needing financial assistance in order to participate. MKHA might well be able to assist in centralising efforts re. transport, supply of tables and chairs. These will all be discussed in workshops which would be set up for members to attend (Dates tbc). Members were requested to leave possible expressions of interest with Cheryl at the end of the meeting although it was recognised that people may wish to discuss this with their committees first.</p>	

Some societies reported already having made arrangements for that weekend and CLASP stated that this was in the middle of the 'digging season'.

5.0 **Chairman's Report**

5.1 Dave reported on MKHA's activities over the past year, he listed the quarterly main member meetings, and the Exec meetings held through 2015/16.
Dave thanked the Exec Committee for their work and reported on its activities over the last year. Henk van Aswegen former Exec Committee member and Director of MKCDC had resigned moving to France where he and Corolla are setting up a B&B. A complete lifestyle change. Henk was thanked for all his hard work having been an active Exec Member for 7years. His forthcoming replacement at MKCDC is Dr Noel James.

MKHA now has 62 members and its Exec Committee accomplishments have included Business Plan, Constitution review, new stationery design artwork, compiling Speakers List and Asset register.

MKHA now has a stock of equipment on loan for members: New laptop and projector, portable A4 flatbed scanner, Digital loud speaker (for walking trails), WiFi repeater (boosts signals). There will be an electronic booking form/log and charges, which are there only to cover maintenance and repairs. The equipment will be stored in MKHA cupboard at MKM, thanks to Bill. Full details will appear on MKHA website in due course.

MKHA have also purchased 2 new desk top PCs which are networked to Living Archive training system operating in the MKM IT Suite

5.2 **AHA-MK (Arts and Heritage Alliance)**

MKHA Exec Committee has maintained an active Heritage presence at AHA-MK meetings

5.3 **Heritage Open Days.** (Dianne reported) A successful 11th year with good attendances across the board. 69 events were staged compared to 15 eleven years ago. Woughton proudly boasted 360 visitors to their first event this year and despite atrocious weather a Guided walk "History of Housing" in MK had 50-70 people across the two days. Deanshanger outdoor exhibition had over 80 people drop by despite the constant pouring rain

5.4 **MKHA Constitution Review** – Document circulated prior to meeting

Neil outlined the minor changes which essentially were tidying up exercises, including defining affiliate membership.

Members **agreed**

5.4.1 However one major change urgently needing addressing is that which referred to the Officer roles of the Organisation. Currently the roles have fixed terms; these have been exceeded for every position and with no offers of succession it was proposed that existing Officers and the members of the Exec be allowed to operate in an ACTING position until new Officers are found. SEE 9.0

Also proposed is the number of the Exec Committee members should be changed from minimum of 3 ordinary members to 6. In addition co-opted sub groups/working parties could be set up to undertake specific tasks, these groups would report to Exec Committee

Members **agreed**

Proposed: Athina Beckett, Bucks Canal Society

Seconded: John Clarke, Woburn Heritage Centre

5.5 **MKHA Training**

Word Press website courses have been run as members continue to transfer over to the new software. Training will continue to be offered, dates to be advised. In addition regular Wednesday IT 'shared experience' sessions at MK Museum were continuing and have proved popular with representatives of around 12 societies attending.

Proposed *Tea and Digitisation Course* for Saturday 22/10/16 @ MKM IT Suite

How to: Digitise documents, photos, negs, slides etc to archive standards. Part of a precursor to

proposed ARCH:MK project. Will also cover enhancing image techniques, and post scanning files folders and spreadsheet logs. Details of the course will be circulated in MKHA Newsletter

Any expressions of interest where asked to be directed to Cheryl at the end of the meeting

6.0 Adoption of MKHA Business Plan – Circulated prior to the meeting

Neil updated and pointed out that it is a requirement to access MK Council grants and a matter of good business practice to have an up to date plan. Following a series of member workshops and consultations Exec has finalised the document. Anna was thanked for tabulating the plan and categorising the priorities. This is a working document that will have to be reviewed annually. Neil asked the members to adopt it bearing in mind the limited resources available to undertake the work. Members **agreed** to adopt the latest version.

Proposed: Tony Keston, CLASP

Seconded :Roly Doggett, Bletchley AHS

7.0 MK Council & MKHA awarded Grants

List of current grants:

Ring-fenced Great War project still in progress:

North Crawley

Simpson History Group

Other awards in progress:

Deanshanger Village Heritage Society – £613 for Primary School exhibitions

Newport Pagnell Historical Society- £750 towards Civil War Weekend and School Living History Project

Sherington Historical Society – £584 for Walking Trail leaflet

Bucks Canal Society - £750 Trail leaflet

Members who had not yet received a grant were encouraged to apply - if assistance was needed, members of Exec were always on hand to help with applications and advice.

John Clarke, Woburn Heritage Centre thanked MKHA for the £336 assistance with fixing or the markers for identifying gravestones, proved very successful.

7.1 Proposed Changes to Grant Process and Procedure:

- As some groups take a long time to take-up awarded grants it was proposed that a new condition of claiming grant monies within 12-18months of the award, unless exceptional circumstances can be proved. This was **agreed** by the membership
- As a safeguard it was proposed applications should only be received from Member Group 18months after having become a member. This was **agreed** by the membership
- To make the award system fairer it was proposed that an 18 months rule should be adopted before being allowed to make another grant application. It was agreed to accept with the following waiver “at the discretion of the Exec” and in the possible case of wanting to take part in supported events e.g. HODs/History Festival etc. This was **agreed** by the membership

Proposed: Athina Beckett, Bucks Canal Society

Seconded: John Clarke, Woughton Heritage Society

8.0 Treasurer’s Report

8.1 Examined accounts to be circulated after the meeting, along with the letter for subscription renewals.

Dianne thanked the auditor Graham Hotchkiss

Subscriptions and web hosting to be held at existing level. Accounts notably show

HLF Young Heritage Hunters pay back of unspent money £3021.00 (which also covers to the usual HLF retained contingency of £2000).

Also recorded was the purchase of IT equipment amounting to £884.92.

The subscription to AHA-MK of £100 is across two financial years due to different year ends of other

organisations the same also applies to income of MKC grant £1385.00 is shown twice.

- 8.2** The Exec took the decision to put £5k in long-term investment account with The Hampshire Trust Bank for a better rate of interest initially 1.6% which will be revised to 1,3% from January 2017
Dianne was thanked for her continued hard work and the presentation of clear accounts.

9.0 Election of Officers

No nominations were received prior to the meeting or from the floor for the election of new Officers and Executive Committee. This is an embarrassing situation as tenure has expired for all Officers. All Exec has agreed to continue in Acting Positions and are proposing to return to the Membership in March with a set of options and plans on how to be proactive in resolving the issue.

Members are asked to let us know if anyone in their own groups might be open to coming on to the Exec.

Interested parties are welcome to attend Exec meetings to see firsthand how Exec operates:

As an interim measure it was proposed that Officers and Exec be elected en bloc to continue in their acting roles:

Officers:

Dave Muston	Chair	Calverton Projects
Neil Loudon	Vice Chair	MK Museum Society
Dianne Sutton	Treasurer	Bradwell Parish History Group

Jennifer Cooper, Hon Secretary, has resigned and the Hon Secretary position is now vacant. Jennifer will remain as an Exec Committee member. Dianne has kindly offered to temporarily see to the day to day operations of the organisation.

Dave thanked Jennifer for all her hard work over the years and a presentation was made on behalf of the membership.

Executive Committee members:

Anna McEvoy	Stowe House Preservation Trust
Alan Cooper	New Bradwell Heritage Group and Website Technical Officer
Robert Excell	Individual Member and Membership Secretary
Cheryl Butler	Deanshanger Village Heritage Society and Minutes Secretary
Jennifer Cooper	New Bradwell Heritage Group

Shane Downer, MK Council Senior Heritage Development Officer, is an advisor.

This was **agreed** by the membership

Proposer: John Clarke Woburn Heritage Centre

Seconder: Tony Slocombe, Yardley Hastings

10.0 MK Council Officer Reports

10.1 MKC Senior Heritage Development Officer Report

No report received

10.2 MKC Senior Archaeology Officer Report – Nick Crank

No report received

11.0 MK50 Proposed Event

To celebrate MK 50th anniversary, 23rd January 2017 will start a year-long celebration. MK Heritage is kicking off the celebrations with a major 50th Anniversary Exhibition in Middleton Hall 10-23rd January 2017. Cheryl is working with STACcess:MK on behalf of the MK Collection to stage the exhibition

12.0 ARCH MK – PENDING

Proposed HLF project application to digitise and record Member's archive (2D) collections. Outline proposal is being worked on that identifies Professional appointment of Project Manager, Collections

and IT support. It will identify IT Hardware and Software recommendations for a joint policy that will include training to increase skills and guidelines on best practice, digitisation & copyright amongst others.

13.0 Any Other Business

13.1 Dianne reported that there are still MK Heritage Maps available for groups to sell at their events, it will help raise money for your group.
MKHA leaflets are also available.

13.2 MK Museum News - Bill Griffiths

- New Museum Galleries - Build will start on January 2nd 2017. An archaeological survey was undertaken but nothing was found. New gallery build money is secured but another £1.5m needs to be found for the fitting out and displays.
- The Bloomer installation at MKM site is planned. Contractors visiting the site next week.

14.0 Next Members Main Meeting

1st December 2016 Simpson Village Hall – Hosts Simpson and Ashland
March 2017- venue and date tbc
Any Members prepared to host a meeting please contact Exec.

The Chair closed the meeting thanking everyone for their attendance.

The above Minutes of the Annual General Meeting were accepted

Signed:

Date:

David Muston
Acting Chair, Milton Keynes Heritage Association

(Minutes V3)