

THE LIVERPOOL NAUTICAL RESEARCH SOCIETY  
MINUTES OF THE ANNUAL GENERAL MEETING  
AT THE ATHENAEUM, LIVERPOOL  
ON 16 MAY 2019

Present: 40 Members

ITEM 1 – WELCOME AND APOLOGIES

1. The Vice-Chairman welcomed Members to the meeting. Apologies for absence had been received from John Stokoe (Chairman), Gwynneth Carroll, Peter Head, Cedric Loughran, Angela Oates and Jim Slavin. A quorum of members being present, the meeting was duly constituted and called to order.

ITEM 2 – ACCEPTANCE OF THE MINUTES OF THE 2018 AGM

2. The Minutes of the 2018 Annual General Meeting had been published in the September 2018 edition of *The Bulletin* and were available at this meeting. The minutes were accepted as a true record. *Proposer:* Willie Williamson. *Seconder:* Bob Settle. *Accepted:* *Nem Con.*

ITEM 3 – ANNUAL REPORT

3. The Vice-Chairman delivered the Annual Report on behalf of the Chairman. The report is attached and will be published in the September edition of *The Bulletin* and on the website.

ITEM 4 – FINANCIAL REPORT AND APPROVAL OF 2018-2019 ACCOUNTS

4. The Treasurer presented the independently examined 2018-2019 accounts which are attached. The Society's financial position had deteriorated over the year with cash reserves falling from £7994 in March 2018 to £5994 in March 2019. This was largely due to a substantial increase in the cost of printing *The Bulletin*, a major investment in developing the website and the purchase of 80th-anniversary merchandise coupled to a significant reduction in donation income. Although comparison with the previous year was not straightforward because of the ongoing introduction of Standing Order subscription payment and the re-categorisation of several expenditure items, it was clear that the Society was currently operating at a deficit which could not be allowed to continue. *Proposer:* Tom Cunningham. *Seconder:* Don Watt. *Approved:* *Nem Con.*

ITEM 5 – SUBSCRIPTION RATES FOR 2020-2021

5. The Treasurer presented his Budget Forecast for 2020-21 which is attached. At the projected reduced levels of income and known levels of expenditure, the budget deficit was estimated to be £750. Various cost-reduction measures were being introduced but these would not offset increases on the major expenditure items. The cost of printing *The Bulletin*, for example, had increased by 40% since 2017/2018. Subscription rates had remained static for ten years and the Council had reluctantly decided to recommend increasing them by £5 from April 2020 in order to balance the

budget. The new rates would therefore be: Ordinary Membership £20; Joint Membership £25; Overseas Membership £25. On a suggestion from the floor, it was agreed that a discount (level to be determined by Council) would be offered to members who opted-out of receiving the printed *Bulletin* in favour of an electronic version. *Proposer: Yvonne Foley. Seconder: Andy Forbes. Agreed: Nem Con.*

#### ITEM 6 – TALKS PROGRAMME FOR 2019-2020

6. The Programme Secretary outlined the Talks Programme for the forthcoming season commencing 19 September. Members were reminded that because of the legal maximum capacity (60) of The Athenaeum Library, it was essential to seek permission from the Programme Secretary before inviting guests.

#### ITEM 7 – ACCEPTANCE OF THE REVISED CONSTITUTION

6. The Council had reviewed the Society's Constitution to reflect modern conditions and a recommended version was presented to the meeting. On a suggestion from the floor it was decided that a further amendment should be included to state that 40 members would be required to call a Special General Meeting, and with this provision the recommended version was accepted; a copy is attached. *Proposer: Arthur Jennion. Seconder: Dick Clague. Accepted: Nem Con.*

#### ITEM 8 – ELECTION OF COUNCIL MEMBERS

8. The appointment of Elfyn Hughes as Chairman was confirmed, and Ian Duckett, Tony Melling, Bill Ogle and Ted Scaplehorn were elected/re-elected to the Council. *Proposer: Tony Muncer. Seconder: Tony Barratt. Agreed: Nem Con.*

#### ITEM 9 – ANY OTHER BUSINESS

9. There was no other business.

#### ITEM 10 – DATE OF NEXT ANNUAL GENERAL MEETING

10. The next Annual General Meeting of the Liverpool Nautical Research Society will be held on Thursday 21 May 2020 at The Athenaeum, Liverpool.



E J SCAPLEHORN  
Secretary

Attachments:

Chairman's Annual Report – May 2019  
Accounts for the Full Year 2018-2019  
Budget Forecast for Financial Year 2019-2020  
Constitution of the Liverpool Nautical Research Society – May 2019

## **Chairman's Annual Report - May 2019**

I think that we have all at some time or other during the past year commented how quickly time flies. To me it seems just months since I was here summarising the key issues that your Council had been dealing with during last year. Since then it has been an exceptionally busy time as you will discover as each officer presents their own Report. My own in May 2018 commented on the work undertaken by Council and without hesitation I must describe them as a very hard-working and dedicated group involved in dealing with demands generated by an almost continuous flow of considerations.

Let us look back over what this year has meant to us. After its closure, which extended for some 15 months, the Maritime Museum Archive Library reopened on 3<sup>rd</sup> December. It was far, far longer than we had originally anticipated. Little did we realise at the onset that it would impact so significantly and, with Council members used to weekly meetings with each other, these sessions had to be relegated to the Museum Café which was not an ideal location within which to conduct business. Anyway, the Archive is now open each Monday and Tuesday and the Society tendency has been to opt for the former of these two days. Hopefully we shall gradually encourage even more Members to join in taking advantage of this excellent facility, so do please come along.

Being no different to any other similar organisation, we have relied on statistical accounts to monitor our activity. We did lose several members last year for a whole variety of reasons, around a dozen or so if I remember correctly. We had been maintaining a membership figure of around 210. I am pleased to report that this has been preserved and we have been pleased to welcome a whole batch of new Members. This is good news. To those of you attending your first, and hopefully not your last, AGM may I extend a very warm welcome, I understand that everyone appreciates the Athenaeum Club remains an ideal venue for these occasions and you know that we try to keep record of attendance for these monthly meetings. The average for this season apart from today has been 48 members. The Club staff continue to be most helpful and accommodating towards our needs, in friendly fashion I might add, and this is much appreciated.

Let us move on to matter of considerable importance in effectively maintaining the Society. Once again, we are no different to any other society in which income and expenditure must play a significant part. In this recent period, we have seen the cost of producing our Bulletin increase considerably coupled with recently announced postal increases. It is however important to note that until now we have been able to control this cost, but our Membership Subscription can no longer meet the necessary amount. More about this in much greater detail in a few minutes time when our Treasurer takes the stage. I should perhaps add at this juncture that Tony Melling has taken over this responsibility during the year from Vin Finn whom I gather is now spending much more time with his pet interest in refurbishing a recently acquired boat. Thank you Vin, and of course particularly Tony, who is now expected to undertake some creative accounting to make each pound go that little bit further,. You can see from the Agenda that he will have the opportunity to explain further in a moment.

Let me seriously recommend that following the AGM some of you leave here and boot up your PC and type in Liverpool Nautical Research Society and examine the extent of content. This is all down to our Webmaster and let me add his combined role as Honorary Secretary,

Ted Scaplehorn. I know for a fact that he has worked tirelessly in recent months to set this up. Thank you Ted... very much indeed. You will hear more from Ted shortly.

This leads me on to reflect on the special commemorative Bulletins that were published during 2018. From all accounts these were a great success. Once the remaining Council Members had agreed a suitable cover for each issue, it was down to Editor Bill Ogle to produce interest-winning issues throughout the year.

And so, as is always the case, we shall shortly enjoy our regular monthly presentation and I should like to acknowledge Ian for organising a very interesting series of talks covering such a wide range of topics. Ian has lots of the same lined up for the new season starting in September.

It was good to see so many Members join in the Christmas lunch and I understand that thoughts are already turning to what arrangements will apply this next time.

Thanks to all of you who brought in books for the annual sale and equally so for all who took advantage in purchasing much of what was available.

Let me not forget someone who has been closely watching what goes on behind the scenes. I am thinking of Vice Chairman Elfyn Hughes who in a few minutes time will have completed his 12 months apprenticeship and will be taking over the Chair for these next two years. He and I have enjoyed many conversations and discussions during this recent period, and I can say without any hesitation that Elfyn has his own special and personal style of approach to his new role which I am sure you will quickly appreciate.

There has been another side to all this news. It has been a feeling of great sadness, perhaps more so than other previous occasions, at the loss of some prominent members of the Society. How could we possibly lose three prominent honorary members within little more than a six months period. During the autumn months Harry Hignett passed away. He was quite a character and someone that we could all turn to for help and support in our maritime searches. Harry knew where everything was. Earlier this year Captain Graeme Cubbin passed away following a short illness. Graeme attracted well deserved respect from everyone with his lifetime involvement with the Harrison Line and, in particular, his fascinating comprehensive history of that company, its ships and seafarers. Also, as you have just heard, William J Pape II, or as I knew him Bill Pape a renown Newspaper publisher and Editor of the Republican-American. Bill had long-standing family links with Liverpool which were so thoroughly researched by member Gordon Bodey some 20 years ago. Bill Pape remained proud of his Liverpool heritage. He was also keenly interested in the work of the Society and an extremely generous donor in supporting Society initiatives which we have very much appreciated.

The Team, in other words our small Council has worked extremely hard throughout the year and I should like to applaud the support they have given to me during my term of office. I am quite sure the same will apply when Elfyn succeeds me in a few minutes time. Thank you to everyone.

**Liverpool Nautical Research Society**

Accounts for the Full Year 2018/2019 held at Santander Bank PLC

**Full Year: 30th March 2018 to 31st March 2019**

**Opening Bank Balances: Current Account: 3299 Deposit Account: 4592 Total = 7994**

<b><u>Income</u></b>	<b><u>2018/19</u></b>	<b><u>2017/18</u></b>
Subscriptions	3608	4465
Donations	403	1172
Refreshments	196	140
Book Sales	166	50
Merchandise Sales	319	77
Deposit Interest	18	15
<b><u>Total</u></b>	<b><u>4710</u></b>	<b><u>5919</u></b>

**Expenditure**

Bulletin Printing	2041	1278
Distribution/Stationery	95	
Room Hire	684	680
Speaker Expenses	456	316
Refreshments	239	235
Development Costs	1108	699
Hon. Treasurer Expenses	158	47
Hon. Secretary Expenses	125	
Merchandise	970	260
Donations/Gifts	157	
Bulletin Postage	565	830
Other Postage	14	
Pastoral	88	
Bank Charges	10	20
<b><u>Total</u></b>	<b><u>6710</u></b>	<b><u>4365</u></b>

Surplus / Deficit during Year	<b><u>-2000</u></b>	<b><u>1554</u></b>
Opening Cash Balance	<b><u>7994</u></b>	<b><u>6440</u></b>
Closing Cash Balance	<b><u>5994</u></b>	<b><u>7994</u></b>

**Closing Bank Balances: Current Account: 1384 Deposit Account: 4610 Total = 5994**

Nominated Auditors: Mr F. Molloy Mr. J. Olin

**Liverpool Nautical Research Society**

Budget Forecast for Financial Year 2019 - 2020

**Opening Bank: Current 1384 Deposit 4610 Total = 5994**

**Income**

Subscriptions	3,225
Donations	50
Refreshments	180
Book Sales	60
Merchandise Sales	50
Deposit Interest	10
<b><u>Total</u></b>	<b><u>3575</u></b>

**Expenditure**

Bulletin Printing	1800
Distribution/Stationery	150
Room Hire	765
Speaker Expenses	200
Refreshments	270
Development Costs	190
Hon. Treasurer Expenses	70
Hon. Secretary Expenses	70
Merchandise	
Donations/Gifts	100
Bulletin Postage	580
Other Postage	20
Pastoral	100
Bank Charges	10
<b><u>Total</u></b>	<b><u>4325</u></b>

Deficit during Year	<b><u>-750</u></b>
Opening Cash Balance	<b><u>5994</u></b>
Closing Cash Balance	<b><u>5244</u></b>

A Melling May 2019

1 INTRODUCTION

**CONSTITUTION  
OF THE  
LIVERPOOL NAUTICAL RESEARCH SOCIETY  
(May 2019)**

2 THE AIMS OF THE SOCIETY ARE:-

- (1) To preserve and promote interest in the history of shipping and all nautical subjects through research using the resources of the Merseyside Maritime Museum Archives and Library and other appropriate organisations.
- (2) To undertake historical surveys of ships, their builders, owners, masters, crews and other nautical technical matters, particularly of local interest.
- (3) To disseminate such information by publication in 'The Bulletin', web site and Society lecture presentations.
- (4) To assist in a practical way, projects of the Merseyside Maritime Museum Archive and to offer advice and research to any organisations with nautical interests.
- (5) To offer in every suitable way, where possible without charge, assistance with appropriate enquiries that are received from the general public and outside bodies.

3 COUNCIL

The society shall be managed by a committee (the Council) who are appointed at the Annual General Meeting (AGM) of the society and consist of up to ten members comprising Chair, Vice Chair, Secretary, Treasurer and such others as Council considers necessary.

4 CARRYING OUT THE AIMS

In order to carry out the society's aims, Council has the power to:

- (1) Raise funds including by way of an annual subscription, receive grants and donations and effectively use same to carry out the work of the society.
- (2) Co-operate with and support other societies with similar purposes
- (3) Do anything which is lawful and necessary to achieve the aims

5 MEMBERSHIP

The society shall have a membership. All who support the work of the society and are aged 18 or over can apply to the Secretary to become a member. An accurate, up-to-date membership list will be maintained. The Council may remove a person's membership if they believe it is in the best interests of the society. That member has the right to be heard by the Council before the decision is made and can be accompanied by a friend.

6 ANNUAL GENERAL MEETING - AGM

- (1) The AGM shall be held annually, with at least one month notice given to all members by way of the web site and Bulletin. Minutes must be kept of the AGM.
- (2) There must be at least ten members present at the AGM.
- (3) Every member has one vote. All decisions require a simple majority.

- (4) The Council shall present the annual report and verified accounts.
- (5) Any member may stand for election to Council by written application to the Secretary no later than fourteen days prior to the AGM, provided that the nominee has signified his or her readiness to serve. If the number of nominees exceeds the number of vacancies, a ballot of members present will be arranged.
- (6) Members will confirm the position of Chair of Council, and biennially will elect a Vice-Chair who will serve for one year and subsequently become Chair of Council for a further two years followed by one year as Vice-Chair.
- (7) Members shall then elect up to eight further members to Council to serve for the next year. They will retire at the next AGM but may stand for re-election.
- (8) Any proposed change to the annual subscription for the ensuing year shall be agreed upon at the Annual General Meeting of the Society.
- (9) At all Annual or Special General Meetings of the Society, or of the Council, in the absence of the Chairman, by prior arrangement, the Chair shall be taken by the Vice-Chairman, or in their absence, by another member of the Council, by agreement of the members present.

## 7 COUNCIL MEETINGS

- (1) Council shall hold at least four meetings per year. At their first meeting after the AGM they will elect a treasurer and secretary and remaining officers. Council will act by majority decision. In the event of a tie the Chair will have a second, casting vote
- (2) At least 50% (rounded up) of members must be present at the meeting to be able to take decisions. Minutes shall be kept for every meeting.
- (3) The Financial Year of the Society shall run from 1<sup>st</sup> April to 31<sup>st</sup> March. Subscriptions are due on 1<sup>st</sup> April and must be paid no later than 1<sup>st</sup> June. The Treasurer shall report at the next scheduled Council Meeting the names of any members whose subscriptions have lapsed. The Council shall have the power to set the appropriate rate for any special publications of the Society. If members have a conflict of interest they must declare it and leave the meeting while this matter is being discussed or decided.
- (4) During the year, Council may appoint up to 2 additional co-opted members (within the maximum of ten), who will carry full voting rights. They will stand down at the next AGM. The Council may appoint ad-hoc subcommittees as required. These shall report their findings to the next convenient Council Meeting and shall cease to function as soon as the assignment is completed.
- (5) Council may select and appoint members to the positions of Honorary Member, either short term or permanent, and as President or Vice President as appropriate. When the President or Vice President attends Council they do not have full voting rights.
- (6) Council may make reasonable additional rules to help run the society. These rules must not conflict with this constitution or the law.

## 8 MONEY AND PROPERTY

- (1) Money and property must only be used for the society's purposes, subject to Council approval.

- (2) Accurate accounts must be kept. The most recent annual accounts can be seen by society members at the AGM or on request.
- (3) Council members cannot receive any money or property from the society, except to cover the cost of reasonable out of pocket expenses.
- (4) Money must be held in the society's bank accounts. All bank security requirements must be observed.

## 9 GENERAL MEETINGS

If the Council considers it necessary to change the Constitution, other than at an Annual General Meeting, or wind up the Society, they must call a Special General Meeting so that the membership can approve the action. Council must also call a Special General Meeting if they receive a written request from at least forty paid up members. All members must be given at least 14 days notice and be told the reason for the meeting. All decisions require a two thirds majority. Minutes must be kept.

- (1) Winding up - any money or property remaining after payment of debts must be given to an organisation with similar purposes to the Society
- (2) Changes to the Constitution - can be made at at Annual General Meetings or Special general Meetings
- (3) Council may also call a Special General Meeting to consult the membership on other matters