



MINUTES OF THE MEETING OF THE SANHS BOARD OF TRUSTEES held on 5th November 2018 at 11:00 at Somerset Heritage Centre

PRESENT: Chris Jessop (Chair), Martin Davidson (Vice-Chair), David Victor (Treasurer), Fiona Holmes (Trustee), Liz Caldwell (Trustee), David Reid (Trustee), Sue Goodman (Chair of Library Committee), David Dawson (Chair of Heritage Grants Committee); Anthony Bruce (Chair of Historic Buildings Committee); Chris Chanter (Trustee); Adrian Webb (Trustee), Robert Hutchings (Trustee), Louisa Gillett (Office Manager)

The meeting started at 11:05

1. **Apologies:** David Baker, Stuart Prior
2. **Declarations of interest:** None declared.
3. **Minutes and matters arising of the Board meeting on 8th September**

Matters arising

- 3.1. *Model Person Form (item 5.1.1).* Eight people have not returned their forms. One person has refused to complete the form.
- 3.2. *Strategic Plan 2019-2021 (item 5.1.2).* CJ is writing the Strategic Plan.
- 3.3. *Publications Committee officers (item 5.1.3).* The Publications Committee has elected a chair and secretary.
- 3.4. *SANHS publicity at Early Dunster project events.* Since the last Board meeting there have not been any ED events at which the SANHS programme of events can be displayed. It was suggested SANHS uses ED events for marketing purposes.
- 3.5. *Tour of the Somerset Heritage Centre (item 7.2).* CJ will arrange a group tour to be held in January 2019 for trustees and committee chairs.

The minutes were accepted as an accurate record and adopted by the meeting.

4. Reports

4.1. Chairman's Report

4.1.1. Risk.

- 4.1.1.1. The lack of an Hon. Secretary is a problem for SANHS. The Office Manager is carrying out a substantial amount of governance administration leaving little time for her to carry out her other duties.
- 4.1.1.2. There are issues with the Society's finances; Castle Hotel has not paid its rent and Mr Keshri, the tenant of Ine's Cottage garden, has refused to pay its share of the additional fees. The total fees for the lease negotiation came to £8891.80. SANHS has paid this sum to Foot Anstey. Nouveau Niche are contractually obliged to repay SANHS £3000.
- 4.1.1.3. Work is being done by DV to clarify the extent of the insurance cover taken out by Somerset County Council for the SANHS collections, but it is not yet known if SCC's insurance cover is fit for purpose.
- 4.1.1.4. There are low attendance numbers for SANHS events. Events are publicised through the Society's e-bulletin and website, and committees are responsible for further publicity. AB explained that the people attending Historic Buildings events have not seen

the publicity posters and would like to see events advertised through the e-bulletin in a different way; to display the full poster instead of a short description of the event with a 'click here to see poster' link. The new web site will provide an additional advertising opportunity.

4.1.2. *Correspondence between SANHS and external agencies.* The SANHS office should be sent a copy of all communication between SANHS and other organisations.

4.1.3. *Review of SANHS investments.* DD reminded trustees the Maltwood Fund is a sub charity of SANHS, managed by the Heritage Grants Committee; therefore, HGC should be included in discussions about changing how the Maltwood Fund is invested.

Action: The Executive to send a copy of the investment review to HGC.

4.2. Treasurer's Report & Accounts

DV tabled two papers for discussion; a spreadsheet with forecasted expenditure for the last quarter of 2018, and 'Budgets, some changes that we need to make', with suggestions for reducing expenditure. These two papers were the focus of a discussion on SANHS' current financial position.

4.2.1. *Financial position of the Society at the end of 2019.* This year's losses will be approximately £4500 assuming Castle Hotel pays its rent of £2500 and Nouveau Niche Ltd pay their share of the legal fees of £3000. The shortage of working capital, first raised in November 2018, remains, and the Society is not in a strong position to cover its expenses, accidental or otherwise. The Society will be in a difficult position if it requires funds at short notice. The English Heritage grant towards the Early Dunster project is presented separately from the remaining expenditure to avoid giving a false reading to the accounts.

4.2.2. *Budgets and spending.* The Society needs to make changes to improve revenue; to stop spending on what is not needed, and to control spending on essential business. Suggestions to reduce spending include;

- Stop the £200 spending allowance given to committees. Committees should cover the cost of their events by charging for attendance, and all events should have a donations tin and books for sale. Taking books to events is not always easy, books are heavy and have to be carried, in which case the newly printed SANHS Booklist flyer should be available for people to take away.
- Charge for events.
- Reconsider Proceedings. In the last membership survey, members cited Proceedings as one of the main reasons for belonging to SANHS. However, the journal is one of the Society's greatest expenses and the trustees need to consider taking a commercial approach to producing a more cost-effective publication. Suggestions to reduce production expense include:
 - expanding insertion charges to include all grant funded work, rather than only archaeology;
 - producing the journal electronically; although it is thought printed copies would be required for exchanges;
 - obtaining sponsorship.

A trustee is required to consider options for reducing expenditure on Proceedings.

- Stop buying new books. In 2018 the Library Committee budget for acquisitions was £1500 and is roughly divided between journals, £1000 and books, £500. One suggestion is to spread book purchasing over two or more years.

4.2.3. *Capital.* At the end of 2018 the General Purposes fund will have reduced from @ 15K to 11K.

There are short term ways for trustees to increase capital:

- Retain £5000 in a contingency fund.
- Investigate sales from the collections.
- Reconsider spending from the discretionary funds; the Museum Replacement Fund and the Publications Fund. It was suggested these are discretionary funds and trustees can re-designate their purposes, although this view was not shared by all those at the meeting.

- Sharpen up the schemes that require funding. The ED project is an example of how SANHS could be funding its projects and to date, the work done for the Norman Garden project has been done *pro bono*.
- Improve on applications for grant funding of SANHS projects. Suggestions include discussions with Michael Hintze, Kit Chapman, Clarks, and the Crown Estates. An application is being made to the Fairfield Trust for funding for the website. Grant applicants were reminded that grant applications must go through the SANHS office and trustees must be informed of all applications before they are made.
- Apply to SANHS funds for grants towards SANHS projects.

Action: LG to advise SG of the number of exchange journals, to be reported to Board on 4th January.

Action: With permission, FH will forward to CJ the names of those who contributed to research on the website and Proceedings.

Action: AW will carry out an evaluation of the future of Proceedings to include assessments of its cost; style; exchanges; delivery; editing and production.

Action: SG/Library Committee will discuss reducing book purchasing and Proceedings production changes and their implications for journal exchange.

Action: DV and DD to write papers on re-designating the discretionary funds to be presented to Board on 4th January.

Action: Marketing group to consider sponsorship and funding options for producing Proceedings.

4.2.4. *Report on the Collections Insurance.* This work is ongoing and will be reported at a later date.

Action: add item to the agenda for Board on 4th January 2019.

4.2.5. *Budget for 2019.* The budget is not complete. Once it is finished, it will be circulated to all budget holders for approval. Final figures will be decided by email.

Action: DV to finalise budget and propose to Executive on 3rd December and Board on 4th January.

4.3. Reports from Chairs of Committees

4.3.1. *Library Committee.* The LC report contained a list of books for disposal in return for donations. Trustees were asked to agree to the books being disposed of.

Proposer: RH

Seconder: DR

The LC will manage the disposal.

4.3.2. *Website Working Party.* FH tabled her paper 'We are all online' and made several recommendations for sharing project management of the website in the absence of a paid Project Manager. The recommendations are listed in the paper.

Action: LG to forward the recommendations to trustees for discussion via email.

There were no questions on the committee reports.

4.4. Report and accounts of Early Dunster project

AB spoke to this item. It was erroneously reported in the SANHS newsletter that the Society had partly funded the ED project. It was clarified that the Historic Buildings committee had applied for funding from the Maltwood Fund, but the application had been unsuccessful due to being incomplete. The ED project is mainly funded by Historic England matched by local volunteer work, fund-raising and local donations, and previously by the Exmoor National Park Authority and the Vernacular Architecture Group. Copying carried out by the office manager, and publication of material in Proceedings has been paid for by the project at normal rates. The meeting congratulated AB and Mary Ewing on the success of the ED project.

4.5. Estates report

MD updated the meeting on items that had taken place since the report had been written.

4.5.1. *Wyndham Hall.* SCC will remove plant matter from the outside of the building by the end of November 2018.

4.5.2. *Norman Garden project.*

- Castle Hotel have expressed support of the project. MD has drafted a letter of support and sent it to them to sign. The letter will form part of the application to Heritage Lottery Fund.
- Garden clearance can be carried out by gardening volunteers from Taunton Urban gardens and Bishops Hull cadets.
- Horticulture students from Bridgwater College and Somerset College will take over the garden maintenance as part of their training.
- An application for £12,000 has been made to Historic England for half the estimated cost of the work to be done on the scheduled monument.
- Castle Hotel have erected two electric car charging posts in the scheduled monument. The hotel has been notified this is an unlawful act but have yet to respond. Historic England and Taunton Deane Borough have been informed but have yet to respond.

Action: MD to report outcome to Board.

- The Heritage Lottery Fund is expected to give SANHS 50% of the funding applied for. These funds will not be spent in one year and will therefore make a difference to SANHS cash flow.

4.5.3. *Northern Gardens.* Taunton Deane Borough Council have sprayed the Japanese knotweed and it is dying back. SANHS has written to TDBC advising that eradication can take up to three years.

4.5.4. *Castle Hotel non-payment of rent.* The Castle Hotel have agreed to pay the rent, which is due in the next couple of weeks. However, they dispute the rent review, which was due in 2015, due to unresolved issues with the garden. They have agreed to send a list of the unresolved issues.

Action: if these matters are not resolved in the next two weeks, MD will contact the Castle Hotel.

4.6. Report on SANHS representation on local bodies

This item will be discussed at a later date.

5. Proposals

5.1. Creation of a SANHS Contingency Fund

In 2017, £5000 was mistakenly deducted from the Publications Fund although it was Murless Fund expenditure. The Publications Fund will be reimbursed with this sum. The Publications Committee approve the proposal to the trustees to use £5000 from the Publications Fund to create a contingency fund for the Society.

Proposer: DV

Secunder: CJ

The proposal was adopted by the meeting.

Action: LG to send a copy of these minutes to Anthony Porter for next year's accounts.

5.2. Remove the £200 spending allowance for committees

The trustees were asked to approve the removal of the £200 spending allowance. The proposal was adopted by the meeting.

5.3. Charge attendance for SANHS events

The trustees were asked to approve the proposal that members and non-members should be charged to attend SANHS events. As an example, the Historic Buildings committee has been successful at charging for events and makes a small profit each year. The proposal was adopted by the meeting.

Action: LG to advise event organisers of the minimum charge of £4.00 for events from January 1st 2019.

Action: LG to inform SANHS members of the minimum charge in the January e-bulletin.

5.4. Proposal for SANHS to contribute £6000 towards the Norman Garden project

The trustees were asked to contribute £6000 towards the NG project. Without this support the Society cannot submit the funding application to the Heritage Lottery fund. Although the payment will appear in the accounts as a deduction from the General-Purpose Funds, it will be spent over two years. DV advised the trustees the contribution will be deducted from the General Purposes Fund.

Proposer: MD

Seconder: CC

The proposal was adopted by the meeting.

5.5. Data Protection Policy

The trustees were asked to adopt the SANHS Data Protection Policy.

Proposer: MD

Seconder: DV

The DPP was adopted by the meeting and will be reviewed in December 2019.

5.5.1. Nomination of a Data Protection Officer. A trustee is required to take on the role of DPO with responsibility for data protection.

RH volunteered to be DPO and was thanked by the meeting.

Action: LG & RH to discuss DPO responsibilities.

Action: CJ to update the Welfare review to include a section on serving food at SANHS events.

5.6. Extending the option on Wyndham Hall

The trustees were asked to approve an application from SANHS to Somerset County Council to extend the option agreement for a further three years until 2022. The meeting adopted the proposal.

5.7. Proposal to reprint Maritime History volume 1

The trustees were asked to approve a Publications fund reprint cost of £1336 for 100 copies of Maritime History volume 1. The meeting asked the Publications Committee to consider increasing the cost of all three volumes to £18.95.

Proposer: AW

Seconder: DV

The proposal was adopted by the meeting.

6. AOB

7. Date of next meeting

4th January 2019 at 10:00 at SHC