



Somerset Archaeological & Natural History Society
MEETING OF THE SANHS BOARD OF TRUSTEES
Saturday 6th April 2019 at 10:00 at Taunton Friends Meeting House

Minutes

Present: Chris Jessop (Chair), Martin Davidson (Vice-Chair), David Victor (Treasurer), Tom Winsborough (Secretary), Sue Goodman, David Baker, Rob Hutchings, David Dawson (Chair of HGC), Anthony Bruce (Chair of Historic Buildings Committee), Louisa Gillett (Office Manager)

The meeting was not quorate; proposals adopted at the meeting will be forwarded by email to all trustees for voting. Trustees will be notified of the outcome of email voting at the next meeting; proposals are not adopted until the next meeting.

1. **Apologies:** Mary Siraut, David Reid, Adrian Webb
2. **Declarations of interest:** None declared.
3. **Minutes and matters arising from meeting of the Board on 4th January**

3.1. Collections insurance (item 5.4.2)

Action: DV to send copies of correspondence with SCC to the SANHS office for filing.
The minutes were accepted as an accurate record and adopted by the meeting.

4. **Minutes and matters arising from Budget meeting on 7th March**

The meeting on 7th March was not quorate. The proposals from the meeting were emailed to all trustees and the email votes have been recorded. All decisions from the meeting are now quorate. A copy of email votes will be included with the bindings.

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

5. **Reports**

5.1. Treasurers report

5.1.1. Annual Accounts 2018

There are some balance differences between the 2018 Annual Accounts (AA) and the 2018 Management accounts. These are;

- Early Dunster project figures have been included in 2018's AA, rather than spread over the three-year life of the project.
- Castle Hotel rent has been included in the 2018 accounts as it is an outstanding debt.
- Hatfield White fees are for services received in 2018 but not charged until 2019.

The capital value of the invested funds is lower than 2017 but grant giving capability is unchanged. The 2019 balance of the general purposes fund is £7402 and there is a £5000 in the newly created contingency fund. The SANHS donation of £6000 towards the Norman Garden project will be recorded as a commitment in the 2019 accounts and as such will further deplete the general

purposes fund. The values of the endowment and restricted funds need to be corrected but the errors do not affect the available funds for awarding grants.

5.1.2. Management accounts 2019

The accounts to the end of February show greater income from subscriptions than expected. This is due to subscription payments being made earlier than usual rather than an increase in new members.

5.1.3. Budget 2019

The 2019 budget shows a loss of a few thousand pounds without expenditure for Castle Hotel rent or Proceedings production costs included. 2019 expenditure for these two items has yet to be adopted by the trustees because final figures for both are unknown.

5.1.4. Grants report 2019

Action: DV to obtain information from David Dawson for the expected grant payment timetable for 2019.

5.1.5. Insurance

5.1.5.1. Collections insurance – SCC have been advised by email that SANHS does not insure books out on loan. The SANHS Library Collection agreement with SCC needs to be amended to show this.

Action: DV and SCC to amend the Library Collection agreement.

5.1.5.2. SANHS insurance is renewed in May each year. Statements of fact have been received from the broker and need to be checked before confirming policy details. Additional information is required on ownership of the equipment purchased by Historic England for use on the Early Dunster project, and SANHS Safeguarding policy.

Action: Anthony Bruce to ask Historic England about ownership of EDP equipment.

Action: LG to forward DV the SANHS Safeguarding policy.

Action: Statement of facts to be agreed by the Executive prior to renewal.

5.1.6. Gift Aid and membership benefits

Some members do not understand why event fees are the same for members and non-members. SANHS collects gift aid from HMRC for eligible members who have completed a gift aid declaration, and SANHS is therefore subject to gift aid regulations that state membership benefits cannot exceed 25% of the value of a donation – in the Society's case this is £7.50/£10.25 for £30/£41 subscriptions respectively. The Proceedings journal is exempt from these regulations. The matter is to be investigated further and reported to members fully at the next AGM.

Action: RH to investigate gift aid arrangements made by other organisations.

Action: DV to report on gift aid at the AGM.

5.1.7. SANHS insurance for the Norman Garden project

Ansva, the SANHS broker, has viewed the public and employer liability policies of associate partners and are satisfied with their policies.

Action: MD to obtain copies of Safeguarding policies of associate partners and supply HLF with copies.

5.2. Report & accounts of Early Dunster project

These were not available for the meeting.

Action: DV and AB to discuss EDP expenditure and available balance of the Historic England grant.

5.3. Estates report & Investment review

5.3.1. Investment review

Trustees were asked to review the SANHS Investment Strategy, and send their responses to MD. Once this process is finished, MD will update the strategy and circulate to trustees for approval. The brokers pitching for SANHS business will be required to submit their revised investment proposals based on the new investment strategy. The broker selected by SANHS will be asked to submit 'easy to understand' investment reports.

5.3.2. Norman Garden project

The Heritage Lottery Fund have awarded SANHS £59,000 towards restoration of the Norman Gardens. This is 66% of the estimated project cost of £89,000. Grants from other funds bring the

total awarded to £72,500. HLF will not release funds until SANHS has obtained all the required funding. Applications for further funding have been made to several bodies but they are yet to respond. Once all funding is received a pre-contract meeting will be arranged to which trustees will be invited.

5.3.3. Schedule Monument consent

Historic England has granted SANHS SMC to carry out required works on the Taunton Castle site.

5.3.4. Charging point consent

Historic England have granted consent for the electric car charging points installed by Castle Hotel.

Action: Castle Hotel to be formally notified of the consent and the lease updated and signed by a custodian trustee.

5.3.5. Wyndham Hall

SCC have declined to extend the option agreement that runs out in October 2019 and have stated they believe maintenance responsibilities will fall to SANHS after this date. MD has written to SCC asking them for clarification on the issue of maintenance.

5.4. Committee reports for 2019

5.4.1. Heritage Grants Committee

The committee met in March and awarded several new grants that have been committed in the Grants report.

5.4.2. Museum Collection Panel – SANHS collections at Glastonbury Tribunal

Glastonbury Antiquarian Society has taken over the management of the Lake Village museum at Glastonbury Tribunal. SANHS owns some of the material in the museum but the terms of the loan between SWHT and GT are yet to be agreed. The museum is not heated, and security arrangements are not in place. Amal Khreisheh, SWHT curator, has been asked to remove the items until terms of the loan are agreed.

5.4.3. Historic Buildings Committee

HB have organised an event at Dawes Twine Works on 18th May to view the newly restored rope walk. The project was funded by the Heritage Lottery Fund.

5.4.4. Library Committee

SG is investigating the possibility of creating a link between the new SANHS web site and the SANHS library catalogue.

6. Proposals

6.1. 2018 Annual Accounts & Annual Report & AGM agenda

Proposer: DV

Secunder: CJ

6.2. Honorary Life Membership 2019 - CONFIDENTIAL

Proposer: TW

Secunder: SG

6.3. Risk Register

Proposer: TW

Secunder: DB

6.4. Use of Publications Fund for Proceedings production costs 2019

There was some objection to using the Publication Fund to pay for production costs of Proceedings, as it is unlikely the funds will be repaid, and the fund is not large enough to leave sufficient monies for new books to be published. This item was not adopted by the meeting.

Action: AB to meet with Adrian Webb and Rob Webley as a matter of urgency to obtain an estimate for production costs for this year's volume of Proceedings and report the Executive on 14th May.

6.5. Reimburse the general-purpose fund with publication post and packing costs

Proposer: DV

Secunder: TW

6.6. Ines Cottage Garden – repayment of additional fees

The Executive proposes not to pursue Nouveau Niche Ltd for the additional Foot Anstey legal fees incurred as part of the lease negotiation. It is thought the cost of pursuing the claim in court will outweigh the fees being sought.

Proposer: DV

Secunder: CJ

Action: Executive to write to Mr Keshri to advise him of the trustee's decision.

6.7. Castle Hotel rent

Castle Hotel rent was due to be reviewed in 2015. This was not done for various reasons. It is proposed;

- that the rent review is tied to RPI;
- the lease is amended by an exchange of letters;
- the £2644 back rent from the rent increase is spent on the Norman Garden project.

Proposer: MD

Secunder: DB

Action: MD to write a proposal for the rent review to be made to Castle Hotel. To be approved by trustees before being sent to the hotel.

6.8. Wyndham Hall

MD proposes to investigate the possibility of WH's development as a joint venture between SANHS and SCC.

Proposer: MD

Secunder: CJ

7. AOB

8. Date of next meeting

13th June at Somerset Heritage Centre