



MINUTES OF THE MEETING OF THE SANHS BOARD OF TRUSTEES held on 8th September at 10:00 at Somerset Heritage Centre

PRESENT: Chris Jessop (Chair), Martin Davidson (Vice-Chair), David Victor (Treasurer), David Baker (Trustee), Fiona Holmes (Trustee), David Reid (Trustee), Sue Goodman (Library Committee Chair), Adrian Webb (Trustee), Robert Hutchings (Trustee), Louisa Gillett (Office Manager)

The meeting started at 10.00

- 1. Apologies :** Liz Caldwell, David Dawson
- 2. Declarations of interest:** None were declared.
- 3. Minutes from meeting of the Board on 14th June 2018.**

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

4. Matters arising from meeting of the Board on 14th April 2018

4.1. Trustee lead on welfare (item 5.1.2)

FH is focusing on developing the new SANHS website and CJ has taken the lead on reviewing the welfare policy.

4.2. Trustee training (item 5.1.5)

It was reported that trustees have attended two SANHS finance training sessions. Trustees were offered other training, but it is not required at the moment.

Action: LG and DV to organize a third finance training day for FH and RH.

4.3. Help with drafting a new SANHS constitution

CJ has spoken to Bill Kelly, but he is unable to assist with writing the new constitution.

5. Reports

5.1. Chair's Report

CJ spoke to her report. The meeting discussed in detail some of the items in the report.

5.1.1. Model Person Form – checking personal integrity

It was explained that the Charity Commission require trustees & managers to complete the HMRC Fit and Proper Person form, and the Society's insurers, Ansvar, require committee members to satisfy several criteria as a check of their personal integrity. The Executive decided, for the sake of simplicity, and with the agreement of Ansvar, to ask committee members to complete the HMRC Fit and Proper person form. However, it was reported some committee members are not willing to complete the form in its entirety, and some committee members are not willing to complete the

form at all. The meeting discussed alternative ways to obtain information from committee members, including operating two types of form depending on who was being asked to supply information. However, the meeting agreed the two-form option would be time consuming to administrate, for both committee chairs and the Office Manager. The meeting decided to use one form for trustees, managers and committee members.

Action: DV to write to committee chairs explaining why the form must be completed by all committee members.

5.1.2.Strategic Plan 2019-2021

DV is writing the strategic plan and asked trustees to send suggestions for items to be included in the plan, by email to him, before the end of September 2018.

5.1.3.Publications committee – lack of officers

CJ reported that the Publications committee does not have a chair or secretary. In the absence of officers, DR, a member of the committee, has organised a meeting of the PC on the 12th September, to elect new officers.

Action: DR to report outcome of meeting to Executive.

5.2.Treasurers Report and Accounts

DV spoke to the report that had been previously circulated to the meeting. It was reported that overall, the finances are where they should be at the halfway point in the year. However, it was noted that the figures are skewed by the grant received from English Heritage for the Early Dunster project, and it was pointed out membership and gift aid income are lower this year than previously. For this reason, there is concern the Society will not meet this year's budget. DV suggests the Society should aim to have a general fund with a balance of roughly £50k. The meeting agreed the Society must focus on generating income to increase general funds and reiterated the Marketing group is responsible for developing fundraising strategies. DV reported on two issues with the insurance cover of SANHS collections. Firstly, SANHS books borrowed and removed from the Somerset Heritage Centre are currently uninsured. It was explained SCC can offer insurance, but the excess is £100 and therefore most of SANHS books would not be covered by the policy. Secondly, there are significant issues with the collections insurances; specifically, the SWHT insurance does not identify SANHS items separately from all items insured; there is an excess of £30k which is not mentioned in the three collection agreements between SCC & SANHS; and SANHS items with a value over £30k are not listed and should be.

Action: Insurance for borrowed books to be discussed at the next joint meeting of SWHT & SANHS (Exec).

Action: Fund raising targets to be added to the Strategic Plan for 2019-2021 (DV)

Action: Collection insurance to be discussed through the Museum Collection Panel (DV).

Action: Marketing Group to develop a draft fundraising strategy for discussion by the Executive at its meeting on 16th October.

DV reported on SANHS membership and Gift Aid.

<i>Individuals</i>	325
<i>Joint</i>	108
<i>Associated Societies</i>	35
<i>Institutions</i>	93
TOTAL	561

New members 2018 16 (1 Associated Society)
Ceased members 2018 13 (1 Associated Society)
Gift Aid declaration 97 declarations to date amounting to @ £1000

5.3. Reports from Chairs of Committees

Committee reports were circulated prior to the meeting. No items were raised for discussion.

5.4. Report and accounts of the Early Dunster project

There was some discussion about the operation of the Early Dunster project and clarification was sought on whether it is a SANHS project. It was confirmed that the Society has received the funding for the project, which is being managed on behalf of SANHS by member, Mary Ewing. The meeting decided to add SANHS to precede the name of all subject committees e.g. SANHS Natural History Committee.

Action: MD to arrange for SANHS leaflets to be on display at Early Dunster events.

Action: FH to include extended subject committee names on the new website.

5.5. Estate report

MD reported he is waiting to hear from Taunton Deane Borough Council and the Environment Agency regarding the riparian responsibility for the river Tone at the Taunton Castle site.

6. Proposals

6.1. Trustee voting by email

SANHS Board meets roughly every three months. The Executive propose a system of 'trustee voting by email' to allow Society business to carry on efficiently and quickly in-between Board meetings.

Proposer: MD

Seconder: AW

The meeting adopted the proposal, to be reviewed annually, or when the new constitution has been approved – whichever happens first.

6.2. Amendment to the Welfare policy and the creation of an Event Planning pack

Proposer: RH

Seconder: DV

Adopted by the meeting (subject to amendments being made to the Booking Form).

Action: LG to create Event Planning Pack and dispatch to event organisers when programme planning is due.

6.3. Agreement between SANHS and the Proceedings Editor

Proposer: DB

Seconder: FH

Adopted by the meeting (subject to changing 'agreement' to 'contract')

Action: LG to arrange contract signing with Rob Webley, CJ and one other trustee.

6.4. Volunteer Day

Proposer: DV

Seconder: RH

Adopted by the meeting.

Action: LG/CJ to send invitations to all volunteers.

7. AOB

7.1. SANHS representation on local bodies – David Dawson sent his apologies. This item will be discussed at the next meeting of the Board on 5th November 2018.

7.2. Tour of the Somerset Heritage Centre – CJ asked trustees if they would like a tour around the Somerset Heritage Centre. There was enthusiasm for the idea.

Action: CJ to make arrangements with SWHT.

8. Date of next meeting

Board - 5th November at SHC at 11:00

Executive - 17th September at SHC at 14:30