



Somerset Archaeological & Natural History Society

SANHS BOARD OF TRUSTEES

Thursday 7th March at 10:00 at Somerset Heritage Centre

BUDGET MEETING

Minutes

Present: David Victor, Tom Winsborough, Mary Siraut, Chris Jessop, Sue Goodman, David Baker, Martin Davidson, David Reid, Louisa Gillett (Office Manager)

1. **Apologies:** Adrian Webb, Liz Caldwell, Chris Chanter, Rob Hutchings, John Page, Rob Webley
2. **Declarations of interest:** None declared.

The meeting was not quorate; proposals were adopted by all seven trustees present and will be forwarded to the remaining trustees for approval.

3. 2019 Budget

DV expressed concern that the general-purpose funds are rapidly decreasing and recommends stringent controls for all expenditure, however small. To this end, expenditure will not be permitted from budgets not adopted at today's meeting; budget holders will be asked to write a proposal for estimated costs of planned activities, to be presented to the Executive and Board for approval, prior to any expenditure being committed.

4. Building a sustainable future

Discussion was focussed on the following items;

- 4.1. Improve promotion and marketing of events
- 4.2. Evaluate the viability of staging SANHS conferences
- 4.3. Re-introduction of talks on the SANHS collections
- 4.4. Fundraising proposals for increasing the general-purpose fund
Action: these ideas will be developed by the Marketing and Web site group
- 4.5. Obtaining the remaining Gift Aid declarations
Action: LG to send Gift Aid declaration reminders to those who have not returned a form; this will be mailed with the programme of events.

5. Contingency plans for treasurer responsibilities after AGM

If a new treasurer is not found to replace David Victor, the main treasurer responsibilities will be carried out in the following manner;

- 5.1. *Insurance.* The Executive will manage insurance after this year's renewal in May 2019.
- 5.2. *Collections insurance.* DV will continue managing the collections insurance.
- 5.3. *Management accounts and grant reports.* DV and Pat Victor will train LG to produce these reports.
- 5.4. *Treasurers Report.* DV will continue to write the treasurers report for Executive and Board.

5.5. *Budget 2019* – DV will complete the budget adopted at today's meeting. Remaining budgets will be managed by the Board, as and when they are proposed at future Board meetings.

5.6. *Checking expenditure, banking, PayPal and petty cash.* DV will continue doing this work.

5.7. *Treasurer membership of SANHS committees.* In the absence of the treasurer, the following committees do not have a member who is also a trustee;

- Local History Committee
- Heritage Grants Committee
- Murless Fund Committee

It was agreed a trustee is required to sit on HGC and Murless.

Action: LG to advise committees of DV's resignation; trustees to be asked to sit on these three committees.

6. Proposals

6.1. Proposal 1

Approval of January expenditure. In the absence of an approved budget for 2019, trustees are asked to approve January's expenditure.

Seven trustees approved January's management accounts.

6.2. Proposal 2

List of proposed budgets (see paper 2b for details). The following budgets are proposed and approved by seven trustees;

- Historic Buildings Committee, Library Committee, Natural History Committee, Local History Committee
- Royalties
- Web development, Marketing & Fundraising
- Estates
- Accountancy & Insurance
- Governance meetings & functions and postage
- Subscriptions, Gift Aid, Membership database
- Salaries, PAYE & NI
- Repairs and maintenance
- Phones, web site and internet
- Printing and photocopying
- Stationery, equipment purchase and sundry
- Sundry income and costs
- Spring newsletter printing and postage

6.3. Proposal 3

List of possible budgets (see paper 2b for details). The following budgets were not adopted by the meeting. Budget holders requiring funds are required to write a proposal of the project with estimated costs for approval by trustees prior to committing expenditure.

- Archaeology Committee
- Castle Hotel rent
- Cost of producing Proceedings
- Dunster project
- New membership
- New Gift Aid
- SANHS Day
- Publications P&P costs
- Charging back office costs

6.4. Proposal 4

Exploring SANHS collections. It is proposed that this item is removed from the list of budgets as events under this heading do not have a clear budget holder. Seven trustees adopted the proposal.

6.5. Proposal 5

Castle Hotel rent. The Castle Hotel have not been invoiced for £2500 rent due to be paid on 25th March while SANHS waits for the outcome of the grant funding application to the Heritage Lottery Fund. It is proposed that Castle Hotel are invoiced as soon as SANHS is informed of the decision of HLF. Seven trustees adopted the proposal.

6.6. Proposal 6

Castle Hotel rent review. It is proposed that SANHS pursues the rent review for Castle Gardens once a funding decision has been received from HLF. Seven trustees adopted the proposal.

6.7. Proposal 7

Charging back Office Manager time to endowment funds and the Early Dunster Project. For the last month Louisa has kept a record of time spent working on SANHS projects. This will be reported to DV. It is proposed SANHS charges back her time spent on administering restricted funds. Seven trustees adopted the proposal.

6.8. Proposal 8

In the absence of a new treasurer, the Executive Committee will temporarily oversee the treasurer's role and responsibilities. It is proposed the Executive Committee take on the treasurer's financial responsibilities. Seven trustees adopted the proposal.

7. Date of next budget meeting

Budget items to be added to the agenda of the meeting of the trustees on 13th June 2019.