



Somerset Archaeological & Natural History Society
MEETING OF THE SANHS BOARD OF TRUSTEES
Thursday 13th June 2019 at 10:00 at Somerset Heritage Centre

Minutes

Present: Chris Jessop (Chair), Martin Davidson (Vice-Chair) (late arrival), Tom Winsborough (Secretary), David Baker, Chris Chanter, David Dawson (Chair of HGC), Sue Goodman (Chair of Library Committee), Rob Hutchings, David Reid (Chair of Natural History Committee), David Victor (acting Treasurer), Adrian Webb.

1. Apologies: Louisa Gillett.

2. Declarations of interest: None declared.

3. Minutes and Matters arising from Board meeting on 6 April 2019

ACTIONS followed up:

- 3.1 DV sent correspondence as requested.
- 4 The meeting not having been quorate, absent members subsequently responded to proposals by email to LG; the emails form part of the record of the meeting. All proposals were accepted.
- 5.1.4 No action yet
- 5.1.5.1 Response awaited from SCC.
- 5.1.5.2 AB has asked about EDP equipment – response unknown.
DV has received Safeguarding policy
Statement of facts (insurance) still awaited by Exec.
- 5.1.6 RH has started reviewing Gift Aid arrangements in other societies.
DV reported to the AGM as agreed
- 5.1.7 [MD not yet present to confirm]
- 5.2 [see item 4.3 below]
- 5.3.4 [see item 4.4.2 below]
- 6.4 Production costs for this years Proceedings have been tabulated – see Proposal 5.2, below.
- 6.6 Exec has written to Mr Keshri about legal fees.
- 6.7 [see item 4.4.2 below]
- 6.8 MD, TW and CJ have met SCC representative Charlie Field to discuss Wyndham Hall; no response yet but is looking “positive”.

4. Reports

4.1 Chairman’s Report

Paper 1a circulated; there were no comments.

4.1.1 Risk Register

Paper 1b, v5, circulated for information.

4.1.2 Applications for funding

Paper 1c was circulated for information, showing progress of applications relating to the Norman Garden project, production of Proceedings, development of new website, and Early Dunster project.

4.2 Treasurer's Report

Paper 2a circulated for information. Note that the £450 transferred from Tite Fund will show as income for Library, not Publications.

4.2.1 Accounts & grants.

Papers 2c, Accounts, and 2d, Grants, were circulated for information. Figures in both are updated to end April 2019.

4.2.2 Budget 2019

There was no paper or discussion as publication of the Proceedings was the outstanding topic. See item 5.2 below, paper 9.

4.3 Report & Accounts of Early Dunster Project

Papers 3a & 3b were circulated for information.

Noted that the correspondent for the Project is now Mary Ewing, not Anthony Bruce. DV pointed out that the Project's accounts are received regularly from Lizzie Induni, but are produced on a different cycle from SANHS' usual accounting system; thus accounting periods will not correspond.

4.4 Estates Report

4.4.1 Management of the Norman Garden project

MD circulated *Discovering Taunton's Norman Castle: HLF Award* (paper 4) - a detailed account of the project and the funding needed to finance it. It tabulates the conditions to be met concerning the HLF award (before, during and after the project), and lays out in detail the tasks to be undertaken. The Board accepts the parameters and has no further comments at this time.

Action MD expects to be able to complete the 'Permission to Start' application online shortly.

4.4.2 Castle Hotel rent.

MD has sent a rent review proposal, dated 19 April 2019, to Castle Hotel. No response yet. He is also expecting to meet Nick Chapman later this month to discuss the updating the lease, to include the electric vehicle charging points.

4.5 Investment Review – DISCUSSION POSTPONED

4.6 Committee Reports

Reports had been received from the Natural History Committee, the Library Committee and the Museum Collections Panel.

For the latter, DD clarified that work on the Somerset Pottery Fabric Type Series covers both SANHS' items and SHC items.

4.7 Report for Know Your Place.

Paper 7, from Robin Cloke, was circulated. The KYP project is shortly to include a layer to access SANHS Proceedings. This has not happened yet, but neither are all our Proceedings available digitally. Robin is working on the latter, for which approximately 45 early volumes need to be divided into papers as single pdfs, and suitable indexing metadata added.

5. Proposals

5.1 Welfare Policy 2019.

Paper 8 was circulated. TW clarified some points in appendix 9, Volunteer Policy.

Proposal: that the Welfare Policy 2019 be accepted.

Proposed: TW

Seconded: DV

Carried unanimously.

5.2 Proceedings budget 2019: production costs for vol. 162.

Paper 9 was circulated. After three quotes for printing were obtained, the Exec approved one for proposal to the Board.

CJ added that a grant of £8,500 had been received from Koos Bekker, specifically for this year's Proceedings volume, to cover any or all of the costs – editing, typesetting, printing, packing, postage. If the whole amount is not needed, which we will not be able to estimate until the volume is published in September, she will approach Mr Bekker and request that the surplus (if any) be used for related work, such as help with purchasing digitisation equipment.

Action CJ to monitor Proceedings costs this year and remain in touch with Koos Bekker to discuss use of his grant funds.

Further discussion addressed the question of using the Proceedings mailing (in September) to send out other printed material. If extra material affects the postage costs, which budget will bear the increase? This query was not resolved but should not be overlooked.

Proposal: that the figures laid out in paper 9 are added to the 2019 Budget.

Proposer: DB

Secunder: DV

Carried unanimously.

5.3 Evaluation of future production of Proceedings

Paper 10 was circulated. The formal proposal would mean that members would still receive the Proceedings as part of their membership, but the default format from 2020 onwards would be electronic. A surcharge would be payable in order to receive a paper copy; this could have tax/gift aid implications.

Action DV to check tax arrangements relating to offering Proceedings as a membership benefit in two formats.

Any change in Proceedings would be explained to the members in a letter sent with the 2019 volume; a suggested letter has been drawn up.

Proposal (subject to findings on tax implications):

Individual and joint members who want to carry on receiving a paper copy of *Proceedings* will incur an increase of £10 for ordinary and joint members, £15 for institutions to their membership fee. If they do not wish to carry on receiving a paper copy, their membership fee will not change, and therefore need do nothing. An electronic version of *Proceedings* will be made available to members to view on the Society's new website.

Proposer: DB

Secunder: RH

Carried unanimously.

Thanks were recorded to Anthony Bruce, Adrian Webb & Rob Webley for their work on this evaluation.

5.4 Scheme of Financial delegation; Procurement policy.

Paper 11 from DV covers both issues, systematising and tabulating existing practice in two documents for easy reference and implementation. He pointed out that small transactions can be covered from petty cash.

Proposal: that both policies be approved by the Board.

Proposed: DV

Seconded: TW

Carried unanimously.

5.5 Museum Collection Fund – proposed expenditure

Paper 12, plus attachment, circulated. The MCP recommends the following:

- That David Reid be confirmed as a member of the Panel.
- That, following scrutiny of the Museum Annual Report for 2018 and the Forward Collection Management Plan, these both be adopted by the Board with slight amendments [not specified] to the latter.
- That approval is given to the allocation of £4,490 from the MCF to clean and conserve the portrait of Edward Ellis from our collections.

Proposal: that the Board approves these three items *en bloc*.

Proposed: RH

Seconded: DV

Carried unanimously.

DD suggested that little-known but attractive items such as the Edward Ellis portrait could be used in SANHS' publicity and to promote the Society's museum conservation work; and also that we should ensure as far as we can that captions or labels for SANHS items newly displayed, or used for temporary exhibitions, in the Museum of Somerset should credit SANHS.

Action DD/MCP to produce a press release about the Ellis portrait, including a reproduction if possible, for publicity use whenever appropriate.

Action DD/MCP to draw up a draft label template for SANHS objects, indicating the kind of information needed; this to be submitted to the Exec for review within the next couple of months.

5.6 Cross-charging OM's time

Paper 13, from DV dated 29 May 2019, circulated. Specific reference is made to the OM's time spent on grants from the various funds administered by HGC, and a mechanism for recovering those costs from the relative funds. The re-charging policy should be in operation from 1 July 2019. Discussion centred on the variable size of grants made and the work involved for them.

Action DV to amend his paper to include consideration of income and proportionality of the work hours needed for different grant levels.

Proposal: that the Board accepts the re-charging policy, subject to satisfactory negotiations with the Grants Committee

Proposed: DV

Seconded: RH

Carried unanimously

5.7 Financial management of the Norman Garden project

Paper 14 from DV was circulated. It summarises decisions made by Exec, aiming to meet requirements set down by HLF while ensuring that all income and all costs are properly integrated into our accounting systems.

Proposal: that the Board approve the Exec's decisions and accept this financial management plan.

Proposed: DV

Seconded: RH

Carried unanimously.

5.8 Loan to SANHS for year 2 of the website project

CJ has received an anonymous offer of an interest-free loan of £2,400 for 12 months. She proposes taking £1,000 in July, repayable in July 2020, and £1,400 at the end of the year if required, repayable in December 2020. She will personally guarantee repayment if necessary. DV pointed out that the loans will appear in the accounts as liabilities.

Proposal: that the Board accept the loan.

Proposed: CJ

Seconded: DB

Carried unanimously.

6. AOB

6.1 Strategic Plan 2019-2021.

TW presented the Plan (paper 16). He pointed out that "Investigate options for fundraising through disposal of collections" (Annex 1, section 3c) means just that – he is not suggesting any disposals now.

Discussion also centred on the statement of the Society's charitable objects; it was felt that the scientific & academic aspects of the Society's activities should be given a higher profile in future plans.

6.2 Fundraising event

Fiona Holmes is offering to do a sponsored pot-throw, making 100 turned pots in 100 days, from 1 August. This has been discussed with the Website & Marketing group. Fi will be able to publicise the event on social media and via Somerset Art Weeks, 10 Parishes Festival and other events; more publicity is needed. Sponsors for the event will be entered into a draw at the end (October) to win one of four pots donated to SANHS by Fi.

6.3 E-bulletin

Action MD will take over the monthly e-bulletin, after discussion and training with LG. An editor is still needed for the annual paper Newsletter.

6.4 Norman Garden information.

MD wishes to plan an archaeological dig in the Garden – as specified in the plan submitted to HLF. It was suggested that Andy Pickering at Strode College should be approached about this, with help and support from DD and SANHS' Archaeology Committee.

Action MD also reported that he will shortly be able to start planning a launch event for the Norman Garden project. He will convene a meeting to organise the launch, working with Somerset Heritage Centre, Museum of Somerset and Castle Hotel.

6.5 SANHS publicity at local events

CJ can organise a presence at events, but only if sufficient help is forthcoming from members. Nynehead (29 June), Montacute (27 July) and the MAYA day at the Castle (3 August) are already covered.

Other dates to be considered are Bishop's Lydeard (3 & 4 August), Dunster Show (16 August) and Dunster Country Fair (24 July). RH and CC thought they could arrange a reduced rate for a SANHS stall at the latter.

Action RH and CC to contact Dunster Country Show to book a SANHS stall at a favourable rate.

7. Date of next meeting

Saturday 7 September, 10am, Church House, Crowcombe.