



**Somerset Archaeological & Natural History Society**  
**MEETING OF THE SANHS BOARD OF TRUSTEES**  
**Thursday 7<sup>th</sup> November at 10:00 at Somerset Heritage Centre**

**Minutes**

**Present:** Christine Jessop (Chair), Sue Goodman, David Baker, Nathanael Williams (prospective trustee), Louisa Gillett (Office Manager)

The meeting was not quorate therefore proposals will be added to the agenda of the next meeting of the trustees to be held on 16<sup>th</sup> January 2020.

1. **Apologies:** David Victor, David Reid, Robert Hutchings, Tom Winsborough, Christopher Chanter
2. **Declarations of interest:** None declared.
3. **Minutes & matters arising from meeting of the Board on 7<sup>th</sup> September 2019**

Action: LG to calculate the expenditure for Somerset Mapped event held in Williton.

There were no matters arising. The minutes were adopted as an accurate record of the meeting.

#### **4. Reports**

##### 4.1. Chairman's report

CJ spoke to her report and reported on the following matters which have arisen since the report was circulated. There were no questions.

- 4.1.1. *Change of Office Manager working pattern.* Instead of working Tuesday to Thursday each week, the OM will be working from Monday to Thursday between 9:00 and 15:00.
- 4.1.2. *Resignations.* Anthony Bruce and Adrian Webb have resigned from their involvement in SANHS activities. Anthony is no longer involved with the Historic Buildings Committee, Proceedings production, and the Norman Garden Project. Adrian Webb is no longer a SANHS trustee, Chair of Publications, nor in the Proceedings group. Anthony and Adrian remain members of SANHS.
- 4.1.3. *Complaint about PayPal.* A complaint has been received from a SANHS member regarding the use of PayPal to process book and ticket sales on the SANHS web site. It was suggested SANHS uses an alternative to PayPal. CJ responded to the complaint and explained that once there is a Web Manager to carry out this type of work, alternatives to PayPal will be considered.

##### 4.2. Treasurers report

David Victor sent his apologies. The OM spoke to his report.

- 4.2.1. *Management Accounts to September 2019.* There were no questions.
- 4.2.2. *Grant report to September 2019.* Three minor changes were requested; SANHS banners to be added Museum Collection Panel commitments; MAYA grant is £425; the Chair of the Museum Collection Panel is David Baker.
- 4.2.3. *Budget 2020.* DV is compiling next years budget, although not all budget holders have responded with their figures for next year. There is likely to be a Special Budget Meeting for trustees in December.

4.2.4. *SANHS Collection insurance.* Adrian Webb is no longer involved in the valuation work. David Dawson & CJ believe Somerset County Council is responsible for carrying out valuation reports of items over £30,000. This was agreed in the Core Loan Agreement.

4.2.5. *Cross-charging cost of grant administration.* The Heritage Grants Committee has asked the trustees to re-consider the policy on cross-charging due to the high cost of fees for the Maltwood and Gray funds. This matter will be discussed at the next meeting of the Executive on 12<sup>th</sup> November.

#### 4.3. Report & accounts of Early Dunster project

There were no questions.

#### 4.4. Estates report

4.4.1. *Castle Hotel rent, rent review and other matters.* Castle Hotel has paid the rent due for September 2019 to March 2020. The rent review due in 2015 has not been implemented. The hotel has stated they are not responsible for maintaining the garden. The hotel will be asked to pay for a yew hedge to be planted to conceal the car charging points.

Action: CJ and Chris Chanter will meet with representatives of the Castle Hotel to discuss the rent review, garden maintenance and planting the yew hedge.

4.4.2. *Norman Garden Project.* CJ and Christine Webster are clearing overgrowth in the garden. Their work is revealing substantial damage to the scheduled monument that will require repairing. These repairs do not form part of the original project plan. Historic England will be informed of these changes.

#### 4.5. Committee reports for 2019

There were no questions.

#### 4.6. Report from the Proceedings Editor

There have been several delays regarding the production of this year's volume of Proceedings, and it is likely to be printed in mid to late December. David Dawson has been asked to oversee the production of the journal. Notices advising SANHS members of the delay will be added to the web site and the e-bulletin. SG will respond to individual enquiries. After volume 162 has been despatched to members, the editor and a member of the Executive will meet to evaluate this year's production schedule.

#### 4.7. Report: Know Your Place

Robin Cloke has started uploading Proceedings articles to the Know Your Place web site. The web site does not reference SANHS or Proceedings as the source of the linked pdfs.

Action: Robin Cloke to adjust the way in which the files open to ensure the name of the relevant Proceeding journal is displayed together with the Somerset Archaeological & Natural History Society name, in full.

### 5. Proposals

The meeting was not quorate. Changes were made to the Social Media Policy and the Privacy Policy. All proposals will be added to the agenda of the next meeting in January.

### 6. AOB

### 7. Date of next meeting 16<sup>th</sup> January at Somerset Heritage Centre