



Somerset Archaeological & Natural History Society
MEETING OF THE SANHS BOARD OF TRUSTEES
Held virtually on ZOOM on 1st June at 10:30

Minutes

Present: Sue Goodman, David Baker, Chris Jessop (Chair), Lizzie Induni, David Victor, Mark Lidster, Nathanael Williams

1. Apologies: David Reid, Chris Chanter, Robert Hutchings

2. Declarations of interest: None declared.

3. Co-option of Lizzie Induni as trustee

Proposer: Mark Lidster

Seconders: Chris Chanter, Sue Goodman, Nathanael Williams, David Victor, Christine Jessop

Lizzie Induni is co-opted to the Board of Trustees and will be appointed at the AGM.

4. Minutes & matters arising from meeting of the Board on 21st March 2020

4.1. Item 4. Board meeting minutes of 16th January 2020 to be discussed at the next Board meeting.

4.2. Item 6.8. Sue Isherwood Lane

Action: SG to ascertain the correct surname for Sue Isherwood Lane.

Item 4.2 to be resolved, after which Chris Jessop will sign and retain the minutes to be lodged in the SANHS office at a future date.

5. Reports

5.1. Chairman's report

5.1.1. Holding trustees. Two more holding trustees will be appointed to the society. Currently, Lady Gass is one of the holding trustees. The SANHS board would like to know if she is interested in continuing in the role.

5.1.2. Risk Register

5.1.2.1. Item 1.1 Lack of Executive Officers. The society has not had an Executive committee since August 2019. Kathy Brown was elected as Treasurer but has not yet been able to take up the role due to personal reasons and is not a member of the society. It is thought she will take up the role in the future. The roles of Hon. Secretary and Vice-Chair are vacant. Workload and society activities are reduced due to COVID-19 and the society is being managed by the trustees.

5.1.2.2. Item 1.2 Non-compliance with GDPR. The society is required to carry out an audit of where personal data is stored, and to redact personal data that is being retained without legitimate interest. DB has volunteered to redact personal data from files in the SANHS office. This will be done when the society has a clearer understanding of new work practices and access to the heritage centre.

5.1.2.3. Item 4.1 Attracting new members. Although the society is unable to promote itself through the normal channels, it can continue to promote itself through social media.

5.1.2.4. Item 5 Finance. There is a risk of reduced income from investments which may affect the number of grants that the society can award. There is a risk of the general fund making a loss in 2020, particularly if the Castle Hotel continues to withhold payment of rent.

5.1.2.5.Item 6. COVID-19 and its effect on the future of the society. The society will consider new ways of working to continue self-promotion and to carry out its charitable activities.

Action: SANHS trustees to suggest two names of people to be appointed to the role of holding trustee.

Action: DV to contact Mary Acland Hood and find out if Lady Gass would like to continue in this role, and in the role of Vice President to the society.

Action: SANHS trustees to be asked to volunteer, or to suggest people who might be interested in taking on the Executive roles.

Action: ML and LI to promote membership of the society on the SANHS Facebook page.

Action: The trustees will hold an extraordinary meeting with committee members to exchange ideas on strategies for the society for adapting to post COVID-19 ways of working.

Action: Risk Register to be updated and circulated to the trustees.

5.2. Treasurers report

5.2.1. General fund and 2020 Budget. The 2020 budget cannot be finalised without production costs for Proceedings volume 163 and a schedule of works for the Norman Garden project. The Castle Hotel has withheld payment of their rent. The shortfall of the rent and the estimated cost of Proceedings will have a negative impact on the general fund in 2020.

5.2.2. Insurance of the collections. Somerset County Council has provided the society with a copy of its 2020/21 insurance policy covering the SANHS collections. There may be inadequate cover for items in the archives. DV has written a paper outlining the issues with the policy.

Action: Paper to be circulated to the trustees and the Museum Collection panel.

Action: Fundraise for the production costs of Proceedings 163, including an application for £10,000 to EDF.

5.3. Report & accounts of Early Dunster project

There are currently no site visits due to COVID-19. Members of the group continue to work from home with regular ZOOM meetings, and Historic England (project funder) has agreed for the project to run over two years.

5.4. Report on the Norman Garden Project

A project report from DHD Structures was circulated before the meeting. There were no questions about the report. A budget of £1500 was agreed for garden clearance. Historic England does not require a yew hedge to be planted to conceal the car charging points.

Proposal for Mark Lidster to join the Norman Garden project group

Proposed by Chris Jessop

Seconded by Sue Goodman

Adopted

The Norman Garden project group is comprised of Christine Jessop, Nigel Pearce, Duncan Hill (DHD Structures), Bob Croft (SWHT), Janet Tall (SWHT), Mark Lidster, Louisa Gillett, **Chris Chanter (please confirm)**

5.5. Estates report

5.5.1. Dilapidations responsibilities report by Hatfield White. The report clarifies the responsibilities of tenants and landlord and confirms that the society cannot insist on repairs being carried out, although the property must be returned to the landlord in the condition it was leased. It is good practice for the society to carry out an annual 'walk round' to assess the state of the properties.

5.5.2. Non-payment of rent by Castle Hotel and rent review. Castle Hotel was due to pay the second annual instalment of rent on 29th March 2020. Payment has not been received despite two payment reminders being sent. A rent review was due in 2015 and the hotel has not agreed to this being done. The hotel has a duty to pay its rent and to pay an increase in the rent therefore the society has good cause to go to arbitration.

Action: The Castle Hotel to be sent a payment reminder by registered post with a letter requesting payment within seven days, explaining that if this is not done, the society will pursue arbitration for settlement of the matter.

5.6. Report of the Museum Collection Panel

The MCP report was circulated before the meeting. There were no questions.

5.7. Proceedings

5.7.1. Report from the Proceedings Editor. It was noted that due to COVID-19, production of volume 163 will be delayed by about two months. The trustees accepted that production will be delayed.

5.7.2. e-Proceedings report. The option for members of printed and electronic versions of the journal is proving complex and the e-Proceedings group recommends that the society re-evaluates the proposition after the production of volume 163. The e-Proceedings group was asked to consider alternative options and make a proposal to the trustees.

6. Proposals

6.1. SANHS Annual Accounts for 2019

Proposer: DV
Seconder: CJ
Adopted

6.2. SANHS Annual Report for 2019

Proposer: DV
Seconder: CJ
Adopted subject to the amendment of two names in the report.

6.3. Agenda for SANHS Annual General Meeting

Proposer: CJ
Seconder: DB
Adopted

6.4. Management of the Norman Garden project

A written proposal was not received. It was proposed that the trustees delegate the control of Norman Garden project expenditure to the Norman Garden project group. The trustees asked the Norman Garden group to propose a project plan with costs, to the SANHS trustees. When this has been approved by the trustees the Norman Garden project group will be responsible for independently managing expenditure of the project. Cost for garden clearance (see item 5.4) are excepted from this requirement.

NOT ADOPTED

6.5. SANHS Social Media Policy

Proposer: DV
Seconder: SG
Adopted

6.6. Cross charging Office Manager time

Proposer: CJ
Seconder: DB
Adopted

7. AOB

7.1. Commander Williams slide collection

A paper was circulated prior to the meeting. ACTION: XXXXXXXX

8. Date of next meeting

TBC