



**Somerset Archaeological & Natural History Society**  
**MEETING OF THE SANHS BOARD OF TRUSTEES**  
**Thursday 16<sup>th</sup> January 2020 at 10:00 in the Research Room at SHC**

**MINUTES**

**Present:** Sue Goodman, David Victor, David Baker, David Dawson (Chair of Heritage Grants Committee), Chris Jessop (Chairman), Lizzie Induni (Chair of Historic Buildings Committee), Nigel Pearce (Norman Garden Project), Nathanael Williams, Mark Lidster (prospective trustee), Louisa Gillett (Office Manager)

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

2. **Declarations of interest:** None declared

3. **Co-option of Nathanael Williams as trustee & Kathy Brown as trustee and treasurer.**

Nathanael Williams attended the meeting and was co-opted to the SANHS Board of Trustees.

Proposer: Chris Jessop

Five supporters: David Baker; Sue Goodman; David Victor; Robert Hutchings; David Reid

Kathy Brown did not attend the meeting. Kathy was co-opted to the SANHS Board of Trustees and as SANHS Treasurer.

Proposer: Chris Jessop

Five supporters: Robert Hutchings; David Baker; David Reid; David Victor; Sue Goodman

4. **Minutes & matters arising from meeting of the Board on 7<sup>th</sup> November 2019**

Item 4.1.3 Complaint about PayPal. This matter has been discussed with the member who made the complaint and satisfactorily resolved.

The minutes were adopted as an accurate record of the meeting and signed by the Chair.

5. **Reports**

5.1. **Chairman's report and Risk Register**

Chris Jessop spoke to the Chairman's report and Risk Register. It was noted that membership numbers are low and that it is difficult to encourage younger people to join the Society.

5.2. **Treasurer's report**

David Victor spoke to the reports and the proposed 2020 Budget. The budget is not complete because estimates of expenditure for the Norman Garden Project and Proceedings vol 164 are outstanding. The cross-charges for grants have been calculated from July 2019 and it was agreed that the fees are too high. It was decided to re-calculate the percentage charged for grant awards.

Action: DV to revise the percentage fee on cross charging.

Action: LG to circulate the 2020 Budget and advise that the Society is working to that budget.

5.3. **Report & accounts of Early Dunster project**

LI spoke to the Early Dunster project report. The project is attracting large numbers of volunteers and additional members to the project committee. An event about the project is being held on 27<sup>th</sup> September 2020.

Action: CJ to ensure there are no other SANHS events being held on 27/9/20.

## 5.4. Report on the Norman Garden Project

**5.4.1. Project update.** Nigel Pearce spoke to the Norman Garden Project. All planning requirements have been approved. Structural engineer Patrick Stowe has agreed to take on the consultant role for the project. He has significant experience in conservation and will be overseeing the project with Duncan Hill. They are preparing a project proposal which will include a proposal for their appointment, a project timetable, and their costs. This is expected by the end of January. Patrick Stowe is highly regarded by Historic England (HE), and SANHS will apply to HE for funding for his fees. Nigel Pearce will take on the responsibility for Health & Safety. The Norman Garden site has significant Health & Safety issues. To manage these issues, a main contractor will be appointed who will be in charge of the whole site. There are several issues that need to be managed; there is multi-ownership of the other side of the curtain wall, and the Party Wall Act states that all owners must be notified, which must include Health & Safety advice; Greggs roof must be moved to erect scaffolding; and consideration must be given to the ecology of the site. Once the project proposal has been received, Patrick Stowe must be officially appointed; SANHS will apply to HE for funding; and HLF must be updated on progress of the project. It was suggested the Norman Garden Project Board use one of the empty buildings behind the party wall for managing the project. This would raise the profile of the project.

**5.4.2. Funding application to the Heritage Lottery Fund.** There is a conflict between the proposal in the application to HLF and the terms of the lease of the Norman Garden tenant, Castle Hotel. The funding application supports public access to the garden, whereas the lease gives the Castle Hotel sole use of the garden. The Society will try to obtain written agreement from the Castle Hotel to the HLF terms of access.

Action: CJ and ML to meet with Nick Chapman of the hotel to discuss public access.

Action: Renewal of SANHS insurance in May to include public access to the garden.

**5.4.3. Visual record of the project.** NW will make a visual documentary of the stages of the project.

## 5.5. Estates report

**5.5.1. Dilapidations survey.** Normally a condition survey is carried out at the start and end of a lease. As this has not been done, the Society must carry out due diligence by ensuring their tenants are maintaining their properties. It is not known if the SANHS leases contain dilapidation responsibilities; David White of Hatfield White will be asked to advise on this.

Action: LG to ask David White to report on dilapidation responsibility of the SANHS leases.

## 5.6. Committee reports for 2019

**5.6.1. Report from the Museum Collection Panel.** DD spoke to the report.

Action: LG to notify trustees that there is enough money in the fund for the proposed conservation of the Hannah Ellis painting and the Friendly Society banners, and to ask for their approval of this expenditure.

**5.6.2. Report from the Historic Buildings Committee.** LI tabled a report. The committee is collaborating with other groups in Devon and Somerset with the aim of putting on joint events.

## 5.7. Report from the Proceedings Editor

The journal will be mailed in early February. DD reported that Rob Webley has done an excellent job in his first year as Assistant Editor.

Action: The Proceedings group will meet to decide on the production of next year's journal.

## 6. Proposals

The meeting was not quorate. Chris Chanter sent email votes for some of the proposals. The remaining proposals will be added to the agenda of the next Board meeting.

6.1. *Business Plan 2020*

Proposer: CJ

Secunder: DV

The 2020 Business Plan was adopted.

6.2. *Budget 2020*. The budget was not proposed; additional figures are required for the Norman Garden Project and Proceedings.

6.3. Proposals from a meeting with Castle Hotel (this item was not proposed because the meeting was not quorate).

6.4. *SANHS Social Media Policy* (this item was not proposed because the meeting was not quorate).

6.5. *SANHS Privacy Policy*

Proposer: DB

Secunder: DV

The Privacy Policy was adopted by the meeting.

6.6. *SANHS Data Protection Policy*

Proposer: DV

Secunder: DB

The Data Protection Policy was adopted by the meeting.

6.7. *Wyndham Hall Option*

Proposer: DV

Secunder: CJ

The Wyndham Hall proposal was adopted by the meeting.

6.8. *Acquisition & Disposal Policy*

DD asked the trustees to give recommendation to the ongoing review of the Acquisition & Disposal policy. It was suggested the trustees meet to discuss the policy in detail. This would enable them to gain a better understanding of the collections and the proposal.

Action: LG to organise a meeting of the trustees in the Research Room.

**7. AOB**

**8. Date of next meeting**

21<sup>st</sup> March, Friends Meeting House Taunton at 10:00