



Somerset Archaeological & Natural History Society
MEETING OF THE SANHS BOARD OF TRUSTEES
Held virtually on ZOOM on 29th July 2020 at 10:30

MINUTES

Present: Sue Goodman, Chris Jessop (Chair), Lizzie Induni, David Baker, Nathanael Williams, David Reid, David Victor, Mark Lidster, Louisa Gillett (minute secretary)

The meeting was quorate.

1. Apologies

None received

2. Declarations of interest

None declared

3. Minutes and matters arising from meeting of the Board on 16th January

3.1. Item 3 Kathy Brown was co-opted as a Trustee at the January meeting but has been unable to move to Somerset due to CV-19 and has not become a member of the Society. Due to this, the resolution to co-opt her is invalidated.

Action: CJ to contact Kathy Brown and advise her of this decision.

3.2. Item 5.3 the date of the Early Dunster project event has been changed to 27/9/20.

3.3. Item 5.4.2 SANHS insurance remains unchanged and includes public liability cover for the gardens, subject to weekly health and safety inspections being carried out.

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

4. Minutes & matters arising from meeting of the Board on 1st June 2020

4.1. Item 5.1.1 Holding Trustees. Lady Gass may resign from her role as Holding Trustee. David Dawson and John Acland-Hood to be proposed as Holding Trustees.

Action: LI to write proposals for Holding Trustees to be proposed at the AGM.

4.2. Item 5.2 Fundraising for production costs of Proceedings. Funding for charities is not currently available from EDF or British Gas, however CJ will approach Cotleigh Brewery, Viridor, Mr. Eavis of Glastonbury Festival, and the cheese factory at Ilchester.

4.3. Item 7.1 Commander Williams slide collection. The Williams slide collection is being stored at the home of John Page while they are catalogued. It is preferable for the slides to be stored in the Society's office at the Museum of Somerset. The details of the bequest are not known; LG will investigate when she returns to working in the SANHS office.

5. Reports

5.1. Chairman's report

The report was circulated prior to the meeting. Other matters were discussed.

5.1.1.1. Rob Hutchings is keen to add images of the SANHS collections to the web site gallery. He will research the images. The layout of the gallery needs to be decided. The South West Heritage Trust may be able to help with the written references for the images.

5.1.1.2. The Office Manager will return to work in the Heritage Centre on 4th August. Trustees can use the SANHS office when required, in which case the OM will work from home.

- 5.1.1.3. Web site manager. Graham Jerome has finished his two-year contract to develop the SANHS web site and has been replaced by Shonie Millward Usher who will manage the web site on a voluntary basis. She will be available to help the Proceedings group find a Paywall solution for sharing e-Proceedings with members.

Action: CJ will write to Graham Jerome and thank him for his work.

Action: SG will brief Shonie Millward Usher on the Proceedings web site requirement.

5.1.2. Risk Register

- 5.1.2.1. Item 6 COVID and the future of SANHS. Two issues have emerged as a consequence of the CV-19 pandemic. Communication between the Trustees and the SANHS committees is reduced, and the event programme has come to a standstill. Committees will be made aware of the risk to the future of the Society if it does not adapt to new ways of working, which include continuing with business as normal, to include regular reporting of committee activities, and maintaining its public profile, for example through establishing a programme of webinar events. On 1st August the Early Dunster Project successfully held the Society's first ZOOM webinar. The webinar format can be used for all SANHS events, with the technical aspects being managed by experienced volunteers if required.

Action: LI to advise committee chairs of webinar option for holding events.

Action: LG to remind committee chairs to send reports and minutes to the office.

5.2. Treasurers report

The report was circulated prior to the meeting. There were no questions. Other matters were raised.

Action: DV to advise the Holding Trustees of the financial situation of the Society after the AGM.

- 5.2.1. *Model of expected financial outcome for 2020.* DV sent his report to Trustees but received no responses. The Society is likely to trade at a loss during 2020 as the general fund has no surplus. DV would like the Trustees to read and discuss the paper by email.

Action: LG to resend the Model of expected outcomes to Trustees with a two week deadline to respond.

- 5.2.2. *Production of Proceedings volume 163.* The production of volume 163 may need to be deferred until 2021 due to lack of general funds. The Trustees agreed to deferring production but would like to hear the views of the Proceedings group before making the decision to defer.

Action: LG to ask David Dawson and Rob Webley for their views on deferring the production of volume 163 until 2021.

- 5.2.3. *Reduced income from investments.* SANHS investments have been affected by the CV-19 pandemic and this is likely to reduce the sum of money available for awarding grants.

Action: LG to advise grant committees of reduced investment income.

- 5.2.4. The Society requires a paid employee to do marketing, events management, and PR.

- 5.2.5. *Insurance of the SANHS collections.* David Dawson's paper was circulated prior to the meeting. The Trustees support his proposal to write to Somerset County Council seeking assurances that the council is bound by the 2008 loan agreement and all items in the collection are insured to their value. David Dawson is asked to do this, and report back to the Trustees.

Action: LG to inform the Holding Trustees of the decision to approach SCC on the matter of insurance of the collections.

- 5.3. *Report & accounts of Early Dunster project.* The report was circulated prior to the meeting. There were no questions.

- 5.4. *Report on the Norman Garden Project.* ML explained the list of works to be carried out and that the project will be split into two phases which is expected to end in 2020.

- 5.5. *Estates report.* ML spoke to this item. ML and Chris Chanter had a positive meeting with Nick Chapman of Castle Hotel. The business has been badly affected by the CV-19 situation and the hotel would like to be released from the tenancy agreement as soon as possible. They would like continued use of the garden, to be free for hotel residents and staff, and paid for if used for events. The two parties must decide on the terms for ending the contract, which will include agreement on access to the garden; the charging points; and the future use of the garden by the hotel. If the agreement is terminated, the garden can be put to multiple uses for fundraising.

Action: ML and Chris Chanter to meet with the hotel to finalise the terms for ending the lease.

5.6. Committee reports. The Museum Collection Panel sent a report which was circulated prior to the meeting. The Panel proposes that the Trustees note the transfer of 1979 and request the addition of the condition that ownership of the specimen would revert to the Society in the remote event of the demise of the Watchet Market House Museum.

Proposer: David Baker

Adopted by the meeting.

Action: Letter to be sent to Watchet Market House Museum (as above).

5.7. Proceedings and electronic Proceedings. The report was circulated prior to the meeting. There were no questions. The paper on electronic Proceedings was not discussed while the Trustees wait to hear the recommendations from David Dawson and Rob Webley – see item 5.2.2.

6. Proposals

6.1. To adopt a *discretionary no-charge policy for virtual events.*

Proposer: CJ

Adopted by the meeting.

6.2. Set a date for the AGM and advise membership

The AGM will be held on ZOOM in October 2020.

Action: LG to organise AGM and papers.

6.3. SANHS deeds to be stored with Taunton Solicitors

Proposer: CJ

Adopted by the meeting.

Action: LG to ask Taunton Solicitors to continue storing the deeds.

7. Date of next meeting

September 16th at 10:30 – to be held on ZOOM.