



**Somerset Archaeological & Natural History Society**  
**MEETING OF THE BOARD OF TRUSTEES**  
**Held virtually on ZOOM on 16<sup>th</sup> September at 10:30**

**MINUTES**

**Present:** Chris Jessop (Chair), David Reid, David Victor, Lizzie Induni, Sue Goodman, Nathanael Williams, David Baker, David Dawson (as representative of the Proceedings group), Louisa Gillett (minute secretary)

**1. Apologies**

None received

**2. Declarations of interest**

None declared

**3. Minutes and matters arising from meeting of the Board on 29<sup>th</sup> July 2020**

**3.1.** Item 3.1 Kathy Brown has been unwell and is unable to take up the role of Treasurer. The Society will continue looking for a Treasurer.

**3.2.** Item 4.1 Amend 'will' to 'may'. David Dawson will be appointed as a Holding Trustee at the AGM in October 2020. Any other Holding Trustees will be appointed at the AGM in May 2021.

Action: The trustees will meet to discuss all matters associated with the appointment of Holding Trustees.

**3.3.** Item 5.6 Artefact donated to Watchet Museum.

Action: David Dawson to send the office a copy of the letter sent to Watchet Museum regarding ownership of a donated artefact.

**4. Reports**

**4.1. Chairman's report.** The report was circulated prior to the meeting. There were no questions. The Chairman updated the meeting to report that the society is still looking for a web manager.

**4.1.1. Risk Register.** The Risk Register was circulated prior to the meeting. It was reiterated that there is a weak connection between the board and the SANHS committees. Lack of income from events was identified as a new risk and added to the register.

Action: CJ to re-word sections of the register.

**4.2. Treasurers report to July 2020.** The report and accounts were circulated prior to the meeting. There were no questions. The society is forecast to lose approximately £3500 in 2020, putting aside expenditure for the Norman Garden project, Proceedings, and the non-payment of rent by Castle Hotel. There is concern that the Norman Garden project will be required to draw down the commitment by SANHS to match fund £6000 towards the garden project. Investment income is less than the amount budgeted which will affect the sum that can be awarded as grants.

**4.3. Report & accounts of Early Dunster project.** NW read out the project report. There were no accounts and there were no questions.

Action: NW to send a copy of the report to the office for binding.

**4.4. Report on the Norman Garden Project.** A report was circulated prior to the meeting. CJ updated the meeting. DHD Structures has completed the tendering process and awarded the work to Cube, the company with the lowest estimate. There is inadequate funding for the project mainly because the work was first estimated three years ago, and because the curtain walls require repairs that were not part of the original list of work. Elements of the non-construction work will not be done to save money. The project board are applying for more funding from the National Heritage Lottery Fund; Garfield Weston; Viridor; Fairfield Trust; and Somerset West and Taunton Council. A project

donation button will be added to the web site and Facebook page. Work must start before the end of September because lime mortar cannot be used during the winter.

Action: CJ to supply ML with words and pictures for use on the SANHS Facebook page.

- 4.5. Estates report.** Castle Hotel has not paid their rent which was due in March and has asked to be released from the tenancy agreement because they can no longer afford to pay rent because of loss of business due to the COVID pandemic. The society will not pursue legal action for non-payment of rent nor invoice the hotel for rent due in September 2020 while negotiations are taking place for the terms of their release from the contract. The terms to be negotiated include giving permission to the society to access the garden across the Castle Hotel car park. It was decided not to seek legal advice on this matter due to lack of funds.

Action: ML to write a letter listing the terms for ending the tenancy agreement.

Action: CJ to discuss access to the garden through the Museum of Somerset with SWHT.

Action: LG to write formal notification of end of tenancy once terms have been agreed.

- 4.6. Committee reports.** SG reported that the Library Committee has met but there are no updates from the meeting. No other reports were received.

Action: LG to circulate the Natural History Committee report.

- 4.7. Proceedings and electronic Proceedings.** A proposal with two options to produce the printed journal was circulated prior to the meeting. Option 1 was adopted.

*Option 1. Pay for the setting of the volume as soon as the work is done. This will involve a payment to PH media of £1,264 in October followed by the rest of the production and distribution costs of £138.25 in January/February.*

The two most recent publications of the electronic journal will be shared with members on the web site. This will be done by putting the page behind a paywall or equivalent.

Action: LG to source a members-only type plug-in for viewing the electronic journal.

## **5. Proposals**

- 5.1. Use of YouTube for virtual talks and events.** A paper recommending two options for presenting SANHS webinars was circulated by email to the trustees prior to the meeting. The trustees were asked to choose one of the options and selected option 1 based on the lower cost to the Society. This option recommends the use of YouTube Livestreams with Zoom Pro. The Early Dunster Project will pay for the ZOOM webinar add-on for the Early Dunster programme of talks, and the Society will pay for the subscription to ZOOM.

Adopted.

Action: SANHS webinar training to be added to the agenda of the next meeting of the trustees.

- 5.2. To delegate £250 discretionary expenditure to the Chairman.**

Adopted.

## **6. AOB**

- 6.1.** List of SANHS nominees sitting on other bodies.

- Yeovil Wyndham Trust – Chris Jessop
- Bridgwater Wyndham Trust – Chris Sidaway
- Ilchester Town Trust – Chris Jessop
- Weston Wyndham Trust – Chris Jessop

Action: LG to add this information to the web site.

## **7. Date of next meeting**

5<sup>th</sup> November at 10:30 on ZOOM