



Somerset Archaeological & Natural History Society
MEETING OF THE SANHS BOARD OF TRUSTEES
Held virtually on ZOOM on 5th November 2020 at 10:30

MINUTES

Present: Chris Jessop (Chair), David Victor, Lizzie Induni, David Reid, David Baker (Chair of Archaeology Committee), Sue Goodman, Mark Lidster, Louisa Gillett (minute sec.)

1. **Apologies** None received.
2. **Declarations of interest** None declared.
3. **Minutes and matters arising from meeting of the Board on 16th September**

The list of SANHS representatives sitting on other bodies was corrected in the minutes. An extraordinary meeting of the trustees was organised for 24th November 2020 to discuss outstanding matters from these minutes.

The minutes were accepted as an accurate record and adopted by the meeting.

4. Reports

- 4.1. *Chairman's report.* CJ updated her report. Webinars and publicity will be discussed at the extraordinary meeting on 24th November. There is a possibility of a new web site manager who will take over the work from LG.
- 4.2. *Risk Register.* The Risk Register was updated. Membership numbers will be included in the Chairs report to board. Action: LG to add a donation button to the main web site pages.
- 4.3. *Treasurers report to September 2020.* DV spoke to his report.
 - 4.3.1. Web site expenditure for 2020 was queried due to the difference with 2019 figures. Action: LG to provide DV with an itemised description of web site expenditure.
 - 4.3.2. The Castle Garden project match funding. DV asked if the NHLF is expecting SANHS to match fund the figure of £6000 (per the original application) because it is currently committed in the budget. Action: CJ to find out from NHLF.
 - 4.3.3. Costs of producing electronic Proceedings. DV asked for confirmation of expected costs for producing and sharing the electronic journal. Known costs are the annual subscription for Adobe Acrobat @ £90 – AA is used to split the printers file into individual .pdf files. If this work is carried out by the Office Manager (as it has been), there is the cost of her time.
 - 4.3.4. Budget 2021. Budgets have been circulated. If there are any problems estimating budgets DV will use last year's figures, although this will create a loss-making budget.
 - 4.3.5. Investment income is £750 less than the budget.
- 4.4. *Report & accounts of Early Dunster project.* LI spoke to her report. Dunster Museum would like to display videos of SANHS events. The trustees support this idea, subject to the event organisers obtaining updated usage consent from event participants. Action: LI & ML to update usage consent and share agreements with the SANHS office.
- 4.5. *Report on the Castle Garden project.* CJ updated her report. The archaeological excavation will be done by Bob Croft and Chris Webster. Members are not permitted to watch due to CV19 regulations. CJ will erect a shed with help. ML reported that he will be inspecting the pointing before Historic England are required to sign it off. Qube has proposed using a cheaper stone but as it is imported, is not acceptable for the project. ML will source an alternative UK mined stone.
- 4.6. *Estates report including legal arrangements for ending the lease with Castle Hotel.* CJ spoke to her report. The Castle Hotel has been sent a letter stating that the Society will release them from the lease, and the rent owed, in return for agreeing to several conditions. If the Castle Hotel agrees to the

conditions, the lease will cease and a new agreement between SANHS and the hotel will be required. Trustees agreed the new agreement should be written by a lawyer or legal expert. Action: LG to obtain estimates from a solicitor for writing a new agreement.

- 4.7. *Committee reports.* Reports were received from the Heritage Grants Committee, and the Historic Buildings Committee. LI asked for clarity on event advertising, to be discussed at the EM on 24th November. DR reported that the Natural History Committee is planning an online programme of events.
- 4.8. *Proceedings and electronic Proceedings.* A report was received from David Dawson. The November lockdown has delayed production as the printer has shut down. The journal will not be mailed in January 2021, and a mailing date is uncertain due to the possibility of further lockdown.

5. Proposals

5.1. Policies

5.1.1. *Volunteer agreement 2020/21* The form will be used for volunteers who are not trustees or committee members. Adopted.

5.1.2. *Voting by email 2020/21.* Adopted.

5.1.3. *Purchasing Policy and Scheme of Financial Delegation 2020/21.* Adopted.

5.1.4. *Welfare Policy 2020/2021.* If the Society resumes a face to face programme of events the event section will be reviewed. Adopted.

5.1.5. *Privacy Notice updated 2020.* Adopted.

5.1.6. *Strategic Plan.* The paper was not available at the meeting and will be circulated to trustees for discussion.

Action: LG to add a review date to all policies.

- 5.2. *Fundraising.* DR spoke to this item. The Gift and Legacies leaflet will be added to the web site and shared on the monthly e-bulletin.

6. AOB

- 6.1. *Membership cards.* Membership cards for 2021 will be paper based and sent to members in January. SG will research alternative membership card options, including electronic type cards, for usage from 2022.
- 6.2. *Borrowing books from the SANHS library.* A description of what books can/cannot be borrowed from the library will be added to the web site.

7. Date of next meeting

Extraordinary meeting on 24th November on ZOOM.