



**Somerset Archaeological & Natural History Society  
AD-HOC MEETING OF THE SANHS BOARD OF TRUSTEES  
Held virtually on ZOOM on 4<sup>th</sup> March 2021 at 10:00**

**MINUTES**

**Present:** Chris Jessop (Chair), David Dawson (advisory capacity), Sue Goodman (minutes), Harriet Induni, Lizzie Induni, Mark Lidster, David Reid, David Victor.

**1. Apologies**

Chris Chanter, Louisa Gillett

**2. Declarations of interest**

None.

**3. Minutes and matters arising from meeting of the Board on 12<sup>th</sup> January 2021**

Deferred to next full Board meeting, 20 March 2021

**Subsequent ad-hoc meetings:**

21 January – notes circulated by Chair (on 16 Feb)

4 February – notes circulated by Chair

15 February – discussion of new members' area on website, no notes.

18 February – notes not yet prepared.

**4. Budget 2021**

DV had prepared an interim budget for January – March 2021. This was outlined in papers 1a and 1b, the latter dated 25 Feb 2021. He does not wish to set a full budget for 2021 until the final picture for 2020 is known. The auditor is working on this at present, and all the books are still with him.

**PROPOSAL – that the interim budget covering January – March 2021 be adopted.**

Proposed – DV / Seconded – ML.

All present were in favour, no abstentions.

**5. Fundraising**

**5.1. Maximising fundraising.**

**5.1.1. New DCMS-administered fund.** The government's Budget delivered on 3 March included a new fund from which SANHS might be able to apply for a grant.

ACTION: DD to research the new fund and report whether relevant to us or not.

**5.1.2. Fundraising management.** SANHS needs an administrative framework for ongoing funding applications. This could include a letter template and standard information on SANHS and its attributes to include in any applications. Such applications would need to be tailored individually, depending on why we are applying, and to whom.

Ultimately we will be seeking to find a dedicated SANHS fundraiser; a volunteer in the first instance, committed to SANHS but not necessarily a member. Various channels to be used to advertise. All Trustees to seek out possible sources of funding. CJ to maintain a watching brief on fundraising in general.

ACTION: DD to find the existing description of SANHS, edit if necessary, and circulate to Trustees

ACTION: SG to work through DV's list of grant-making charities to identify possible funding sources.

## 5.2. Lease management

DV's paper dated 25 February identifies three issues in need of immediate action: Castle Hotel (non-payment of rent for garden) and Nouveau Niche (rent arrears for Ine's Cottage, and this lease coming to an end in 2022).

There are also several other issues and problems with property in SANHS' estate, highlighting the need for a dedicated Estate Manager, a role formerly filled by Martin Davidson before he left the Society in 2019.

ML said he would be willing to take on the estate management role, but would need as much background information as possible, including sight of all lease documents, in order to establish a baseline from which to work. Each lease should be formalised individually with the tenant concerned. Mark undertakes to find someone to make (free of charge, if possible) an initial report of the current state of the complete estate

It is assumed all the leases are filed in SANHS' office, along with documentation covering the setting up of South West Heritage Trust and the tripartite links between SANHS, SWHT and Somerset County Council. CJ will look for the SWHT box when she is next in the office. LI will circulate the copies she has of current leases.

DD pointed out that a formal report of setting up the SWHT and its links with SANHS, compiled by David Roberts (Chair, Development and Policy Committee) appeared in *Somerset Archaeology and Natural History*, vol 158 (2015), pp 282-290.

ACTION: ML to take on roles of estate manager, with support from all Trustees as needed.

ACTION: ML to commission a report on the current position of SANHS' estate.

ACTION: LI circulate leases (electronically) to Trustees. [This was done immediately after this meeting]

ACTION: CJ to look for SWHT documentation in SANHS office and liaise with ML as appropriate.

## 6. Castle Garden - current and future management

DV's paper on "Norman Gardens", dated 25 Feb., was discussed. He included a list of grants and donations promised and received, and various points were clarified in discussion. Some items on DHD Structures' summary (dated 9 Feb 2021) were also reconciled.

As the project nears its end, we need to ensure that all conditions placed on grants and donations (publicity required or not, reports needed, &c.) are met. The Trustees will ask Louisa to draw up a list of what is needed by all donors, so that they can ensure the correct action is taken.

Access to the Castle Garden remains a thorny issue. There is access from the Museum courtyard, when the Museum is open; from the lane by Mambo's fire exit; and across the Castle Hotel car park. At present, the latter route is a security breach as access from there into the Museum courtyard is possible at any hour of the day or night. It is not certain whether the car park access will continue to be available after the project is finished.

ACTION: CJ to ask Louisa to list donors' conditions and final requirements.

## 7. Succession planning

The AGM is planned for 15 May. At that meeting two, possibly three, Trustees are standing down and will need to be replaced in order to maintain a quorum at meetings.

The Chair and Treasurer are also standing down; and we have not had a Secretary for some years. This will leave the Society with one out of four officers – a Vice Chair (ML), who has been in post for only a few weeks. Replacements must be found.

CJ is checking recruitment websites; DV wishes to formalise the requirements for the Treasurer post. Requests for interested individuals have been circulated in the e-bulletin, and placed on the website.

Holding Trustees are also needed, as discussed in previous meetings.

ACTION: SG to check whether an individual can be a Holding Trustee and a board Trustee at the same time.

ACTION: all Trustees to take what action they can to fill the positions to be vacated at the AGM.

## **8. AOB**

MAYA is hoping to hold a joint event with the Dunster Project group, at a date to be decided, probably in the summer.

CJ and LI are developing a list of local societies (which are not Associated Societies) for publicity purposes. Posters for webinars and other online events are being sent to all members, and to the non-members mailing list.

DD confirmed that SCC will renew the insurance on the Society's collections.

For the fact-finding meeting with The Newt (Hadspen House) about possible loans from SANHS, DD and LKI will represent SANHS, and Katie Lewis will represent The Newt; no other participants. No date has been set yet.

## **9. Date of next meeting**

Saturday 20 March, 10.30am.

Committee chairs to be invited