



SOMERSET ARCHAEOLOGICAL & NATURAL HISTORY SOCIETY
Meeting of the SANHS Board of Trustees on 30th March 2022 at 14:00 at Somerset Heritage Centre
(Meeting originally set for 23rd March)

MINUTES

Present:

Martin Salzer (Hon. Treasurer), Lizzie Induni (Hon. Secretary), Sue Goodman, Gerardine McHugh-Soliman, Christine Webster, Chris Chanter (Chair), Emma Turk (visitor), Louisa Gillett (Office Manager).

1. Apologies

Apologies received from David Reid and David Dawson.

2. Declarations of Interest

None declared.

3. Minutes and matters arising from the meeting of the board held on 12th January 2022

3.1. *Item 3 Handheld card payments* A device is required for taking card payments for membership payments and book purchases at shows, events, and over the phone. Harriet Induni has researched the device and will be asked for her notes. Action: LI

3.2. *Item 3 Collection of 2021 unpaid subscriptions* CW and GMS volunteered to telephone and remind members to pay their 2021 subscription.

3.3. *Item 3 Wyndham Hall fire escape* The Wyndham Hall plans show a fire escape across a house in Castle Green. The house is for sale, and the society will seek confirmation from the estate agent managing the house sale that they are aware of the fire escape. Action: CC

The minutes were adopted as an accurate record of the meeting.

4. Reports

4.1. *Chairman's Report* CC tabled his report. Membership numbers have dropped but will recover if 20 to 30 new members are recruited, and if at least 50% of lapsed members renew. He explained his idea 'member get member' and offered to reward existing members with £10 for up to five new membership applications. There will be a concerted effort to recruit new members by contacting local schools and colleges, and by attending local events. Stalls will be booked at Dunster Show in August, and Frome Cheese Show in September. GMS will be available to contact local schools and colleges later in the year. A leaflet will be produced to display at the Newt in Somerset. A hand-held card payment device is needed for collecting payment at shows and events.

4.2. *Risk Register* Paper not available.

4.3. *Treasurer's Report* MS reported that the Arts Council funding application had been unsuccessful because the society did not meet the application criteria to run out of general funds by the end of March 2022. Making the application was good practice to prepare for future funding applications.

4.3.1. *SANHS insurance* SANHS insurance will be renewed in May. Insurance cover may be required for small group survey work and small-scale archaeology, for example test pitting, although archaeology may be included in the society's membership of the Council of British Archaeology. There may be other changes to the insurance which MS will discuss when meeting the broker before renewal. Action: MS

4.3.2. *Charity Commission response to report of serious incident* The society reported its loss of rental income to the Charity Commission. The Charity Commission responded that it is satisfied the trustees are taking action to rectify the matter.

4.4. *Report and accounts of Early Dunster project* LI spoke to this item. Mary Ewing accompanied by

Nat Alcock is busy looking at buildings. They have found apotropaic marks (witches marks) on some of the buildings. The project is proceeding well.

4.5. *Report and accounts of the Castle Garden project* A report was circulated prior to the meeting, there were no questions. A crack is developing in the wall between Mambo's and Castle Garden. It can be seen from Goodland Gardens. It is a wide crack and needs to be repaired. The condition of the wall will be inspected as part of the weekly inspection of the SANHS grounds. Anthony Bruce will be invited to assess and report on the damage to the wall. Action: CC

4.6. *Report on the SANHS Estate* CC spoke to this item.

4.6.1. *Non-payment of rent by Castle Hotel* The hotel has not responded to the society's proposal to forfeit the lease. The society's solicitor has made two suggestions; to wait for a response from the hotel; or to pursue the Section 146 Notice through the County Court. It may take up to 24 months to get a court date. The solicitor will be asked if the hotel should be invoiced while waiting for a court date, and if all the outstanding unpaid rent can now be claimed under the Section 146 Notice. Action: LG

Proposal to pursue the Section 146 Notice adopted nem con.

4.6.2. *Ine's Cottage Garden Lease* The solicitor managing the Transfer of Ownership of the lease is on leave. To be followed up by CC. Action: CC

4.6.3. *Rent reviews for the Museum of Somerset and Northern Gardens* Rent reviews are due for both properties this year. MS will calculate both increases based on the Retail Price Index after figures are released in April 2022. Action: MS/LG

4.6.4. *Wyndham Hall* The hall will be added to The Local Heritage List. A film about the hall has been made to raise money to pay for running repairs so it can be used as a cinema. Eddie Gaines of Wiveliscombe's Cinema Obscura is involved. Somerset County Council does not want to pay dilapidations and has been asked to carry out repairs under the lease, before returning the hall to the society's ownership. Rates may be payable once the hall starts being used. SANHS insurers will be advised of the Wyndham Hall project and plans. Action: MS

4.7. *Committee reports* There were no committee reports. LI spoke to Historic Buildings. The Williams slide collection has been archived with SWHT. The Trust does not have consent to reproduce the slides.

4.8. *Proceedings* A report was circulated prior to the meeting. There were no questions. Trustees were reminded that the Interim budget (5.1) does not include budget to produce volume 165. This will be reviewed at the next meeting of the board in June.

5. Proposals

5.1. *Interim six-month budget to June 2022* A proposed budget was circulated prior to the meeting. It is an annual budget with a proposal to adopt expenditure until the end of June. The budget will be reviewed at the next meeting of the board in June. MS will update the figures after the meeting. **To be voted on by email.** Action: MS/LG

5.2. *Changes to SANHS membership arrangements* Four proposals were circulated prior to the meeting.

Four proposals adopted nem con.

Proposal 4: Changes to membership subscriptions, for proposal at the 2022 AGM. Action: CW

5.3. AGM papers

5.3.1. *Agenda* **Adopted nem con.**

5.3.2. *Amended rules for appointment of Chair 2022* Adopted by five trustees. David Reid will vote by email for a quorate decision. If adopted by six trustees, the proposal will be the first item on the AGM agenda. (UPDATE: David Reid voted YES by email on 5/4/22 – the proposal is adopted nem con).

5.3.3. *Chairman's Report* **TBC**

5.3.4. *Annual Report* Adopted without the Finance Report. To be added shortly. Action: MS

5.3.5. *Annual Accounts* **To be voted on by email.**

5.3.6. *Committee reports* **Adopted nem con.**

5.3.7. *Nominations and elections* **Adopted nem con.**

5.4. *Charging policy for reproduction of SANHS images 2022* **Adopted nem con.**

- 5.5. *Social media policy 2022* **Adopted nem con.**
 - 5.6. *Volunteer agreement 2022* **Adopted nem con.**
 - 5.7. *Event information form 2022* Not adopted. The contents of the Event pack will be reviewed at the same time. LG to send CW all elements of the pack. Action: LG/CW
 - 5.8. *Coronavirus policy 2022* **Adopted nem con.**
 - 5.9. *Conflict of interest policy 022* **Adopted nem con.**
 - 5.10. *Appearance release form 2022* The Appearance Release Form is no longer required and will be removed from the web site. Action: LG
 - 5.11. *Privacy notice 2022* **Adopted nem con.**
 - 5.12. *Risk management policy 2022* **Adopted nem con.**
 - 5.13. *Complaint policy and procedure 2022* **Adopted nem con.**
- LG will add policy review dates and upload relevant policies to the web site and the Welfare Policy. The decision to break the Welfare Policy into separate policies was reversed (item 5.1, 12th January 2022). The decision can be revisited when there is adequate resource to update all the references to the Welfare Policy which appear in SANHS digital and paper media. Action: LG

6. AOB

- 6.1. *Appointment of a Website Manager and assignment of policies to trustees* Website management will be shared between volunteers. Harriet Induni will be training SG and LI to manage the members areas of the website. LI will keep the events calendar up to date. Christopher Webster has added volume 164 to the members area. Policies were not assigned. Action: LI/SG
- 6.2. *Wells and Mendip Museum: new constitution* The museum has drawn up a new constitution for its conversion to a Charitable Incorporated Organisation (CIO). Under the previous constitution, SANHS had the right to nominate a trustee or other representative to the museum's board of trustees; the current representative is Sue Isherwood Lane. The trustees would like to continue with the same arrangement under the new constitution. Action: DD
- 6.3. *Report of the Heritage Grants Committee* A report was circulated prior to the meeting. There were no questions.
- 6.4. *Review of SANHS investments* CC is not satisfied with the performance of SANHS investments currently managed by Brewin Dolphin. A policy for reviewing investments and a review of the society's investments is required. Action: MS/CC

7. Date of next meeting

Wednesday 15th June at 14:00 in the Learning Room at SHC