



SOMERSET ARCHAEOLOGICAL & NATURAL HISTORY SOCIETY  
Meeting of the SANHS Board of Trustees held on 14<sup>th</sup> September at 14:00  
in the Learning Room at SHC

**MINUTES**

There was a minute's silence to mark the death of Her Majesty Queen Elizabeth II.

**Present**

Chris Chanter, Lizzie Induni, Christine Webster, Martin Salzer, Emma Turk, Gerry McHugh-Soliman, Louisa Gillett.

**1. Apologies**

Received from David Reid.

**2. Declarations of Interest**

There were no declarations of interest.

**3. Minutes and matters arising from the Meeting of the Board held 15<sup>th</sup> July 2022**

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

**Matters arising**

- 3.1. *Item 3.3 Fire escape at Wyndham Hall.* The fire escape leads to Castle House garden but not into the grounds of the bus station. The hall has interim insurance of £350k, which will be finalised once the building has been valued.
- 3.2. *Item 4.5 Crack in the wall of Ina's Cottage Garden.* There is a crack in the wall which may be natural subsidence. It is not thought to be caused by Mambo's activities. A tell-tale will be put on the crack to find out if it is widening.
- 3.3. *Item 6.5.3 Conditions of the NHLF grant for the garden.* Outstanding conditions will be reviewed when the project is finished.
- 3.4. *Item 6.7 Eventbrite.* ET has researched Eventbrite and she explained its benefits. It can be used by SANHS for event publicity and booking, and it can be integrated with SANHS social media. There are two plans available: Professional, and Essential. Members voted unanimously to purchase the Essential plan.
- 3.5. *Item 6.7.1 Launch of George Cumberland publication.* ET obtained costs for hiring a room at the Museum of Somerset. LG suggested finding out if the room can be used FOC. To be discussed at the joint meeting with SCC and SWHT.
- 3.6. *Item 7.2 Office Manager 3% salary increase.* **Adopted unanimously.** LG explained she has some health issues and asked to reduce her weekly hours from 22.2 to 18.5 for one month. This was agreed. LG gave a short description of her responsibilities and role as Office Manager.

**4. Reports**

- 4.1. *Chairman's Report.* CC reported Wyndham Hall is back in the society's possession, and SCC has remitted £7k to pay for hall repairs. There have been almost 170 visitors during Heritage Open Days. He thanked Eddie Gaines for setting up the film projector and showing films. The process of restoring the hall has begun. Several members have volunteered to be involved.
- 4.2. *Risk Register.* The register was updated.
- 4.3. *Treasurer's Report.* MS tabled a spreadsheet showing figures for general and restricted funds. The efforts to collect outstanding subscriptions have paid off and subscription income is higher than expected. He remains uncertain about the legal costs for resolving issues with the leases. LI

thanked him for his work. The finance training was cancelled because it was to be held on the same day as the queen's funeral.

- 4.4. *Report and accounts of the Early Dunster project.* LI spoke to this item. She reported Barbara Hoffbauer has made some discoveries which re-write the history of the Luttrell Arms. CC offered to help with the project.
- 4.5. *Report and accounts of the Castle Garden project.* The fencing and the information panels cannot be installed in the garden until hotel agrees to give the Society access. A colleague of Nigel Pearce has interpreted the relevant clauses in the lease and Nigel has advised the Executive Committee of a way forward. He proposes to invite Tom Mayberry to accompany him to meet Nick Chapman to discuss and reach agreement on a list of issues, which has been compiled by the Executive Committee. **Adopted unanimously.** GMS reported that she had been verbally attacked by Nick Chapman and three Castle Hotel employees after returning garden tools to the tool shed. She recounted what had happened and how she had been frightened by their threatening behaviour. She will report the incident to the police. Members expressed their support for her.
- 4.6. *Report on the SANHS Estate.* All rents due have been paid. Although the lease of Northern Gardens does not include maintenance of the leat and wall, SWTC has agreed to carry out the required maintenance and repairs. The legal work to solve issues with the Ina's Cottage Garden lease continues, and although there isn't an active lease, the tenant continues to pay rent. The Deed of Transfer for Wyndham Hall needs to be registered with the Land Registry. Kate Maslen of WBW will be asked for an estimate to do this work.
- 4.7. *Committee reports.* No reports received.
- 4.8. *Report from the Membership Working Party.* The WP will meet with Simon Hill in early October to discuss the work required to integrate the database with the website and Mailchimp. The membership application form has been re-designed and was handed out during the open days at Wyndham Hall. Family membership is offered at £45 until 2023.
- 4.9. *Report from CIO Working Group.* LI spoke to this item. She reported SANHS CIO caretaker trustees have been appointed. They are Matthew Blows, Christine Webster, and Fiona Holmes. They have started drafting the new constitution. The main group are working on obtaining funding; banking options: appointing a charity lawyer; compiling an asset register; identifying funds from the 50's; and a policy for archive retention. The next meeting is in October.
- 4.10. *Report on Proceedings.* Rob Webley, Editor of Proceedings, has agreed to delay receipt of the Honorarium for volume 165 until 2023. Production will go ahead in 2022, and it will be posted out in 2023.

## 5. Proposals

- 5.1. *Office Manager salary increase.* See item 3.6.
- 5.2. *Data protection policy 22/23.* ET volunteered to take on the responsibility of data protection and will review and update the policy.
- 5.3. *Welfare policy 22/23.* The policy is being updated.
- 5.4. *Event Planning Pack: **Adopted unanimously.***
- 5.5. *Appointment of representative to the Wyndham Trusts. **Adopted unanimously.***
- 5.6. *Membership Rules for CIO.* These will be proposed at the next meeting of the trustees.
- 5.7. *Cycle to work scheme. **Adopted unanimously.***
- 5.8. *Agreement between SANHS and the Editor of Proceedings. **Adopted unanimously.***

## 6. AOB

- 6.1. *Proposal to appoint Christine Webster as Hon. Secretary. **Adopted unanimously.***  
Proposer: LI, Seconder: ET
- 6.2. *Family Fun Day.* The fun day was postponed until 9<sup>th</sup> October.
- 6.3. *Social media.* ET explained that Twitter is the preferred social media platform for the 20-40 demographic. Cat Lodge will show ET how to optimise Twitter.
- 6.4. *South West Lottery.* SANHS is registered with Somerset West Lottery. Tickets cost £1.00, with 60% of sales donated to local charities.
- 6.5. *Change of bank signatories.* A proposal to add Lizzie Induni and Christine Webster as bank

signatories to the NatWest accounts was **adopted unanimously.**

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

Wednesday 16<sup>th</sup> November at SHC.

### **Actions**

- 3.2 LI to put a tell-tale on the crack in the Mambo's wall.
- 3.4 ET to purchase and install Eventbrite Essential Plan.
- 3.5 Executive to ask SWHT if the society can use the MOS for a George Cumberland launch event.
- 4.2 LI to update the Risk Register.
- 4.3 LG to transfer £85 from Archaeology receipts to Historic Buildings receipts.
- 4.5 MS to share with the trustees the list of issues to be raised with the hotel.
- 4.5 GMS to advise of the outcome of the police report.
- 4.6 LG to ask Kate Maslen for an estimate to register Wyndham Hall with the Land Registry.
- 5.2 ET.
- 5.3 CW.
- 6.5 LG.