



**Somerset Archaeological & Natural History Society
MEETING OF THE SANHS BOARD OF TRUSTEES
Held virtually on ZOOM on 12th June 2021 at 10:30**

MINUTES

As amended at Board meeting 17 September 2021

Present: Chris Jessop (Chair), Chris Chanter (Trustee), Sue Goodman (Trustee), Lizzie Induni (Trustee), David Reid (Trustee), David Baker (Chair of Archaeology Committee), Harriet Induni (Trustee), Louisa Gillett (Minute Secretary)

1. Apologies

David Dawson

2. Declarations of Interest

None declared.

3. Minutes and matters arising from the meeting of the board on 20th March.

Donations by credit card are being set up on the web site. Membership, book purchases and donations cannot be made over the phone by credit card.

The minutes were accepted as an accurate record and adopted by the meeting, to be signed by the Chair at a future date.

4. Minutes and matters arising from the extraordinary meeting of the board on 19th April.

Chris Chanter was nominated to be Estates Manager to replace Mark Lidster.

The minutes were accepted as an accurate record and adopted by the meeting, to be signed by the Chair at a future date.

5. Notes from the Presidential address held on 15th May 2021.

Adopted.

6. Reports

6.1. Chairmans Report Easyfundraising payments will be managed by Chris Jessop.

Amendment – action deleted. - ~~Action: Amazon Smile fundraising to be set up by Sue Goodman.~~

6.2. Risk Register The RR was circulated prior to the meeting. There were no questions. Several items were updated. Item 3.1 will be updated to include Harriet and Lizzie Induni. Item 3.2 will be added to include the complaint to the Charity Commission. Structural issues with Wyndham Hall will be added to section 2 Assets.

6.3. Financial report to May 2021. There was no finance report. CJ will discuss finances with LG.

Action: LG to send the trustees a monthly financial report to accompany the accounts.

6.4. Report and accounts of Early Dunster project LI delivered a verbal report. There is not much activity at the moment due to difficulties visiting houses. It is hoped this will change during the summer. The finances of the project are in hand and Historic England is satisfied that the project has been extended due to Covid.

6.5. Report on the Castle Garden project The garden will be opened by Councillor Hazel Prior-Sankey on 17th July. The event will start at 11am and will include refreshments in Castle House. Bob Croft will organise garden tours during the afternoon. The invitations and publicity will be organised by SWHT. Historic England has given permission for the broken steps to be removed which may put on display in the future. Kevin Chedzoy will supply fencing designs for the garden

and Edward Strachan will be asked to donate funds to pay for the fencing and gates. The top level will be turfed. CC offered to pay for the purchase of the turf. HI is using social media to raise awareness of the garden project and will edit CJs garden reports to add to social media. After the fencing and gates are installed access to the garden will be through the Museum of Somerset.

6.6. Report on the SANHS Estate

6.6.1. *Castle Hotel lease* Proceedings to terminate the lease with Castle Hotel have started and are estimated to cost in the region of £2000.

6.6.2. *Brewhouse proposal* Sam Astill of SWHT is managing the Brewhouse proposal.

6.6.3. *Lease of Ines Cottage Gardens* The lease for Ines Cottage Garden ends on 2nd January 2022 and the tenant must not be permitted to use the premises without a new lease in place. The society will obtain a commercial valuation of the premises before drawing up a new lease.

6.6.4. *Wyndham Hall (item added at the meeting)*. After a recent visit to the hall there was some concern that the building is leaning. Nigel Pearce will be asked to have a look and report his findings to the trustees. WH may be a listed building in which case there may be funding to help with the repairs. The insurance of the building must be checked.

6.7. *Committee reports* None circulated.

6.8. *Report on Proceedings* The Publications Committee has asked if members are to be invited annually to purchase a paper copy of Proceedings, as the purchase situation is not clear cut. The Editor will be given one copy free of charge, and the purchase price for overs is £30. It was not decided if contributors will be given a printed copy free of charge.

7. Proposals

7.1. Budget 2021 from 1st August to 31st October

ADOPTED

7.2. Welfare policy 2021/22

NOT ADOPTED

7.3. Purchasing and Financial Delegation policy 2021/22

NOT ADOPTED

7.4. Recharging Administration costs policy 2021/22

NOT ADOPTED

7.5. Volunteer agreement 2021/22

NOT ADOPTED

Items 7.2 – 7.5 will be added to the agenda of the September meeting.

7.6. Office Manager Pay rise 2021/22

ADOPTED subject to LG forwarding the email with pay rise notification from David Victor, to the trustees.

7.7. Annual Accounts 2020/21

ADOPTED. The trustees would like to find out the background for the Museum Collection Fund and why it was changed from a restricted to a designated fund, to enable them to make an informed decision about proposed changes to its fund type.

7.8. Strategic Plan

The Strategic Plan is in development. The next stage is for board and committee members to finalise its content. A meeting will be organised.

8. AOB

8.1. *Robert Hutchings resignation from the board* The trustees acknowledged his resignation.

9. Date of next meeting

~~18th September 2021 VENUE TBC~~

Changed to: 17 September, 2.00 pm, Castle House.