



Somerset Archaeological & Natural History Society
EXTRAORDINARY MEETING OF THE SANHS BOARD OF TRUSTEES
Held virtually on ZOOM on 19th April 2021 at 10:30

Minutes

Present: Sue Goodman (Chair), David Reid, David Dawson, Lizzie Induni, Mark Lidster (joined the meeting at 11:35), Louisa Gillett (minute sec), Harriet Induni, David Victor

The meeting was not quorate. All those present voted in favour of the proposals which were circulated to other trustees after the meeting for email votes.

1. **Apologies** Rob Hutchings, Chris Jessop

2. **Declarations of interest** David Dawson is a Holding Trustee

3. Reports

3.1. Expressions of interest in the Castle Garden have been received from SWHT, Nouveau Niche Ideas Ltd, and the Brewhouse Theatre. Meetings will be arranged to discuss each party's expression of interest, after which a proposal will be drawn up with the various options for the future of the garden to be decided by the trustees.

- Representatives of the Brewhouse have visited the gardens and discussed their projects. They will require facilities, access and parking for their events.
- ML and CJ will meet Tom Mayberry and others from SWHT to discuss their proposal for the garden.
- Castle Hotel would like to be involved in the future of the garden as a venue for weddings etc. The Society must decide on a charging arrangement.

3.2. Termination of the Castle Garden lease with Castle Hotel. The tenant of Castle Garden has stated that he would like to withdraw from the lease. There are no terms attached to ending the lease. The Society must seek legal advice on the best way to do this.

Action: LG to obtain advice and an estimate of costs from Hatfield White in the first instance. Otherwise, Foot Anstey will be approached.

4. Proposals

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| 4.1. SANHS Privacy Policy | ADOPTED |
| 4.2. SANHS Data Protection Policy | ADOPTED |
| <i>Harriet Induni took on the role of Data Protection Officer</i> | |
| 4.3. Annual Accounts 2019/2020 | ADOPTED subject to amendments to note 14 – expenditure to be split across funds and the Museum Exhibition Fund to be moved under the restricted funds heading |
| 4.4. Annual Report 2019/2020 | NOT ADOPTED |
| 4.5. Office Manager Job Description | ADOPTED |
| 4.6. Volunteer responsibilities | ADOPTED subject to clarity on responsibilities |

5. Risk Register

The Risk Register was not available for the meeting and was not discussed. Open access to the Castle garden creates a risk of trespass and misuse of the garden. This will be added to the Risk Register.

6. AOB

- 6.1. Strategic Plan. The SP was circulated prior to the meeting. Outstanding items to be finalised are leases; legal access to the garden; and garden maintenance.
- 6.2. Donation button on the web site. HI asked if Donorfy can be used for collecting donations from the web site.

Action: HI and SG to investigate.

6.3. Notice for AGM. The agenda will be sent with a letter from the Chair.

Action: SG will write the letter and send to LG for distribution.

7. The next meeting will be organised after the AGM.