



SOMERSET ARCHAEOLOGICAL & NATURAL HISTORY SOCIETY MEETING OF THE SANHS BOARD OF TRUSTEES
Held on 23rd November 2021 from 12 midday to 2pm at Taunton Friends Meeting House

MINUTES

Present

Trustees: Chris Chanter (Chair), Christine Webster, Christine Jessop, Sue Goodman, Martin Salzer, Harriet Induni, Lizzie Induni

David Dawson (President of SANHS and Chair of Heritage Grants Committee)

Louisa Gillett (minute sec.)

1. Apologies

Received from Gerardine McHugh-Soliman and David Reid.

2. Declarations of Interest

None declared.

3. Minutes and matters arising from the meeting of the board held on: 24/11/20 and 02/12/20

Both sets of minutes were accepted as an accurate record and adopted by the meeting.

4. Minutes and matters arising from redacted minutes of the board held on 10/05/21 and 10/06/21

Both sets of minutes were adopted in their redacted format.

Action: LG to delete the redacted sections prior to posting on the web site.

5. Minutes and matters arising from the meeting of the board held on 17th September 2021

There were several matters arising and one amendment.

Item 1 Apologies from LG to be added.

Item 4.4 LG to be trained in Paxton prior to training MS.

Item 4.7 Duncan Hill has not supplied a technical report for the garden project.

Item 4.7 Historic England will be informed of the need to change the fencing design when CJ has received feedback from Nigel Pearce.

Item 4.10.1 Changes to the price of Proceedings and membership types - LG asked for the adopted change of membership structure and fees to be postponed until 2022, to allow time to inform institutions of the price increase of the journal; to produce terms and conditions for the new arrangement; and to re-organise the invoicing matrix for the new system of subscribing. These matters will be developed by a Membership Working Party (see item 8.9). **POSTPONEMENT AGREED.** Subject to amendment, the minutes were accepted as an accurate record and adopted by the meeting.

6. Outstanding actions for 2020/2021

A list of outstanding actions from the last twelve months was circulated prior to the meeting.

Relevant parties were asked to update the meeting with the outcomes of their actions. There wasn't enough time to do this in the meeting, so it was decided to complete the task by email.

Action: LG to distribute actions to named individuals, with a request for feedback on the status of each action. Once complete, LG will circulate the updated list to the trustees.

7. Reports

7.1. Chairman's Report

CC had a meeting with Ravi Keshri of Nouveau Niche Ltd, the tenant of Ines Cottage Garden, to discuss conditions of a new lease from January 2022. Mr Keshri agreed to a ten-year lease with an increase in rent from January 2022 to £5500 for two years, and to £6750 for 8 years. The lease will include a break clause after three years, in 2025. CC was thanked for negotiating the conditions of the new lease and securing an increase in the rent.

Action: CW to send CC recent photographs of Ine's Cottage Garden as a photographic schedule for the new lease.

7.2. Risk Register

As the society has not carried out an audit of where it processes personal data for compliance with GDPR, the risk level will be amended from medium to high.

Action: LG and SG to carry out an audit of personal data held in the SANHS office.

7.3. Treasurer's Report to October 2021

7.3.1. *Budget 2022* Work on the budget will start in December.

7.3.2. *Financial Checklist* MS has checked the society's financial practices against a checklist supplied by the Charity Commission. He is satisfied that the society is mainly carrying out best practice. Some procedures could be improved, and he will incorporate recommendations for doing this in financial policy in 2022.

7.3.3. *Summary Financial Position 2016 – 2019* MS circulated his report prior to the meeting on the projected position of the general fund by the end of 2021. A deficit in income from rent and subscriptions has resulted in a depleted general fund. If the society can resolve the problem of non-payment of rent for Castle Garden the general fund can be restored.

7.4. *Report and accounts of Early Dunster project* Mary Ewing's report was circulated with the accounts prior to the meeting. There were no questions.

7.5. *Report and accounts of the Castle Garden project* CJ's report was circulated with the accounts prior to the meeting. There were several updates. Grant income of £3500 is expected from Taunton Historical Association and Edward Strachan. The remaining funds will be spent on fencing and gates; information panels being produced by SWHT; and reimbursement of volunteer expenses in the garden. The trustees asked to see the design and content of the information panels before they are produced. CC agreed to CJ's claim for reimbursement of up to £2000 for purchases made for the garden.

Action: SWHT will be asked to show CC the artwork for the panels before they are produced.

Action: CJ will issue an invoice for reimbursement of expenses.

7.6. Report on the SANHS Estate

CC tabled his report.

7.6.1. *Castle Hotel lease of Castle Garden* Castle Hotel would like to continue renting the garden, but the trustees feel it is in the best interests of the society to lease the garden to a reliable tenant who will pay a higher rent.

Proposal to investigate forfeiting the Castle Hotel lease to pursue other options for maximising the rent adopted.

Action: CC to discuss forfeiture of the lease with David White of Hatfield White.

7.6.2. *Wyndham Hall* Nigel Pearce has surveyed the hall exterior, but not the interior. Castle Lodge, the property adjacent to Wyndham Hall, is for sale. The hall's fire escape is across Castle Lodge, but no record of this agreement can be found in the society's leases.

Action: CC to contact Webbers, the estate agent managing the sale, to clarify the matter.

7.6.3. *Lease of Ines Cottage Gardens* See item .1.

7.7. *Committee reports* Reports received from the Local History Committee, Heritage Grants Committee, and Historic Buildings Committee, were circulated prior to the meeting. There were no questions.

7.8. *Report on webinars* LI spoke to her report which had been circulated prior to the meeting. In 2021 the society's programme of webinars generated a profit and continued to raise the society's public profile. She proposed the society continue to offer ZOOM webinars.

Proposal to continue offering a ZOOM webinar programme in 2022 adopted.

7.9. *Report on Proceedings* DD gave an update on Rob Webley's report which had been circulated prior to the meeting. Volume 164 will be printed early next year, and plans should be made for distributing the printed journal. Purchase information for volume 164 is out of date on the web site. Currently, payment can be made by online bank transfer or cheque, and in future the society would like to offer payment by card.

Action: HI to investigate options for taking card payments.

Action: SG to provide DD with figures of the number of journals to be printed.

Action: Information on how to purchase volume 164 will be updated on the web site and added to the e-bulletin. DD

7.10. *Report on Membership*

7.10.1. *Loss of income* In 2021 the society lost approximately 15% of its subscription income from non-payment of membership fees. It is not known if these members have left the society or forgotten to pay their sub. Several trustees volunteered to contact them to find out.

Action: Members who have not paid this year's subscription will be reminded by telephone. SG will supply a list of those members who have not paid.

7.10.2. *Associated Societies* The trustees would like to develop and improve the relationship between the society and its Associated Societies. CJ, CW and Gerardine McHugh Soliman were appointed as Associated Society representatives to carry out this work. As part of their remit, they were asked to consider reasons why members of Associated Societies would also choose to be members of SANHS.

8. **Proposals**

Due to a lack of time, only some of the proposals were considered. Those not adopted will be proposed at the next meeting.

8.1. *Welfare policy 2021/22 NOT ADOPTED*

8.2. *Purchasing and Financial Delegation policy 2021/22 NOT ADOPTED*

8.3. *Recharging administration costs policy 2021/22 NOT ADOPTED* Recharging will not be implemented until 2022. DD asked for the policy to be discussed prior to re-implementation.

8.4. *Image use and reproduction policy 2021/2022 NOT ADOPTED*

8.5. *Trustee voting by email policy 2021/2022 NOT ADOPTED*

8.6. *Social media policy 2021/2022 NOT ADOPTED*

8.7. *Volunteer agreement 2021/22 NOT ADOPTED*

8.8. *Business Plan 2021/2022 PROPOSAL ADOPTED*

8.8.1. *Data Protection policy NOT ADOPTED*

8.9. *Appointment of a Membership Working Party PROPOSAL ADOPTED* SG/HI/LG appointed to the working party.

8.10. *Appointment of John Acland Hood as Holding Trustee PROPOSAL ADOPTED*

9. **AOB**

9.1. *Complaints Policy and Procedure*

Proposal for a revised Complaints Policy and Procedure ADOPTED.

Proposal for the Complaints Policy and Procedure to be removed from the Welfare Policy ADOPTED.

10. **Date of the next meeting**

Wednesday 12th January 2022 at Castle House