

Somerset Archaeological & Natural History Society

MEETING OF THE SANHS BOARD of TRUSTEES

Wednesday 16th November 2022 15.00

Somerset Heritage Centre

MINUTES

Present: Chris Chanter (Chair), Lizzie Induni (Vice-chair), Martin Salzer (Treasurer), Nigel Pearce (President), Christine Webster (Hon Sec), Emma Turk, Gerri McHugh-Soliman, Sue Goodman (Library Chair), Louisa Gillett (Office Manager)

1. Apologies:

Received from David Reid

2. Declarations of Interest:

None declared

3. Minutes and matters arising from the Board Meeting held on 14th September 2022

The minutes were accepted as an accurate record of the meeting and signed by the chair.

Matters Arising

3.2 Bruce Induni has inspected Mambo's wall and thinks it is an old crack which has not moved recently.

3.4 ET has discovered that SANHS already has an Eventbrite Account – just need password from LG.

3.5 SWHT has agreed a George Cumberland Book Launch at MOS on Friday 9th December.

4.2 LI has updated Risk Register.

4.3 LG has transferred money from Archaeology receipts to Historic Buildings receipts.

4.5 MS has been in contact with NP about issues to be raised with Castle Hotel.

4.5 GMS has not heard from police after lodging complaint against Castle Hotel.

5.3 Data Protection Policy and preparation for DPR audit has been completed by CW.

6.5 LI in process of completing bank signatory process.

4. Minutes and matters arising from a joint meeting with SWHT held on 17th October 2022

Matters Arising

1.1.3 LG has received an up-to-date museum collection spreadsheet.

2.3 CC questioned the accuracy of the list of single items worth over £30,000. DD has written a list of library items valued at over £30,000.

2.6 The Artefact Agreement Loan with the Newt fails to mention SANHS at all. The artefacts are described as loaned by SCC. It was agreed a letter should be sent to SWHT for this to be rectified. Trustees have also been promised a visit to the Newt. This needs to be followed up.

5 There is no knowledge of a Historic England inspector visiting the Castle Hotel re charging points.

7 CC wondered it would be better for SANHS to have the use of Castle House for meetings. However, it is not suitable for the storage of books etc. Some committees use the SANHS room on a regular basis.

AOB

It was agreed that a letter of congratulations should be sent to TM and his team for winning the Arts Council Award.

Reports

5.1 *Chairman's report.* Mambo's rent has now been received but the Castle Hotel's rent for the gardens really needs to be uplifted. This needs to be discussed alongside the other issues being experienced with the Castle Hotel. SWT have agreed to repair the considerable damage done to the Millstream Leat due to unmanaged growth of vegetation. A number of quotes have been requested for repairs on the Wyndham Hall. A large screen has been sourced by Eddie Gaines but cannot be fixed in place until the load bearing capabilities of the wall has been checked by NP. CC expressed his disappointment at the lack of events that have been organised by the committees recently. ET assured him the Local History committee had a very exciting list of events organised.

5.2 *Risk register* has been updated.

5.3 *Treasurer's Report.* MS distributed thorough financial reports. Main recent expenditure has been on a replacement photocopier. There is still a lot of uncertainty about the legal fees. Approximately £6,000 needs to be found to cover some of the costs of the Proceedings.

5.3.1 *Meeting with Brewin Dolphin.* Charlie Bracher of Brewin Dolphin came into the SANHS office to discuss the SANHS investment portfolios. In the first 10 months of 2022, the value of these investments had fallen by approximately 12.5%. MS wished to forewarn grant committees.

5.4 *Early Dunster project.* LI reported on the Early Dunster Project which will be wound up in May 2023. Meanwhile, they are very busy writing up building reports prior to the final publication.

5.5 *Castle Garden project.* NP had invited 2 legal experts to study the Castle Gardens lease. It was agreed that the Castle Hotel were entitled to put restrictions on access into the garden (clause 3.37). However, it is also clear that SANHS, as landlord, has a right to access the gardens by arrangement. Clause 2.2, item 5 mentions allowing access to gardens by adjacent properties but there needed to be evidence that this has been allowed in the past and it had been agreed to by lease holder. Unfortunately, this has not been found.

NP put forward his view that careful negotiation with the Castle Hotel was the way to progress and to reach a memorandum of agreement. NP has approached Tom Mayberry for help in this.

There needed to be discussion on

- Rent review
- Access for SANHS, museum visitors and members of public
- Maintenance
- Safety fences

If no agreement could be reached, there may well be sufficient grounds for SANHS to terminate the lease. Especially since the hotel has now damaged this scheduled ancient monument (again) by putting in new charging points without permission from Historic England.

5.6.1 *Report on Wyndham Hall.* It had been hoped to have a Film Night for SANHS members on 15th December but the state of the hall roof is now looking more precarious and this is now doubtful.

5.7 *Committee reports.* Natural History report had been received.

5.8 *Membership Working Party.* CW explained the work of the party was coming to an end with the database integration now in the hands of FH and GJ. LG agreed to find out how much this was going to cost in 2022. MS stressed that he needed to be kept informed of the costs of this work. The Board thanked Sue Goodman for all her work on the Membership Database over the past 3 years.

5.9 *CIO report*. LI described the work of the CIO working group who had been meeting once a month to keep up the momentum. A recent meeting had been to go through the new constitution line by line. The group is indebted to Matthew Blows for all his hard work on this. The next meeting will discuss the transfer of SANHS to a CIO with the committees. An archive retention policy has been written so that old SANHS papers can be archived correctly.

5.10 *Report on Proceedings*. RW not present

6. Proposals

6.1 *Membership Rules*. These have now been updated but LG pointed out that they may not conform to the new constitution rules about benefits for all. This needs to be checked before they can be approved.

6.2 Decision on photocopier, legal fees for land registry work. **Adopted unanimously.**

6.3 *Appointment of Marketing Working Group*. ET, GMS and SG agreed to set up a group to develop a marketing plan, including a policy for event charges.

6.4 *Reduced rate publications for limited period*. LG wished to know the new prices. **Adopted unanimously.**

6.5 *Proposal to appoint GMS as trustee representative on Museum Collection Panel*. **Adopted unanimously.**

6.6. *Proposal to purchase a laptop and iPad for SANHS office*. MS wishes to check the accounts before these are purchased. LG to investigate prices and to propose in January meeting.

6.7 *Proposal to use the services of The Funded Team*. LI explained they have a good reputation for helping charities bid for funds. Basic help cost £170 + VAT. It was agreed that this help was really needed at the moment. MS asked if this could be included in the 2023 accounts.

7. AOB

LI explained her rewriting of tasks covered by Trustees. This was to reduce the burden on LG whilst she took on the membership administration. She asked everyone to read the list carefully and she would discuss them with Trustees individually. LI has also agreed to be LG's line manager.

Date of Next Board Meeting

Tuesday 10th January at 14.00 in Learning room at SHC.

Actions

3.4 LG to find Eventbrite password for ET

4. (2.6) CC to write letter to SWHT about Newt Loan Agreement

4. (2.6) CW to approach TM about date of visit to the Newt for Trustee

4 AOB CW to write letter congratulating SWHT

6.1 CW/SG to check membership rules against new constitution

6.4 CW to inform LG of book price reductions

6.6 LG to research laptops and iPads

7 LI to write up task list of trustees and see each person individually to discuss

Minutes taken by CW. Meeting finished at 16.40