



SOMERSET ARCHAEOLOGICAL AND NATURAL HISTORY SOCIETY

Extraordinary meeting of the Board of Trustees on Monday 10th May 2021 at 10:00
Held on ZOOM

Called by Chris Jessop, Rob Hutchings, David Reid

Present: Lizzie Induni, Harriet Induni, David Reid, Sue Goodman, David Dawson, Chris Jessop, Louisa Gillett

Apologies: Mark Lidster, Rob Hutchings

The meeting was not quorate, and proposals adopted at the meeting will be circulated to trustees to vote on by email. The proposals will be actioned after receipt of the email votes.

CONFIDENTIAL MATTERS HAVE BEEN REDACTED

MINUTES

1. **Management of the AGM**

A proposal to postpone the AGM until September was circulated prior to the meeting. There are two reasons for postponing the meeting; to ensure that the board of trustees remains quorate after the AGM, and to make several amendments to the Annual Accounts. Five trustees voted to adopt the proposal. The Presidential address will take place on 15th May and the AGM will take place on 11th September. The board meeting scheduled for 11th September will take place on 18th September.

Action: SG to notify the membership by email, of the changes to the AGM.

Action: LI to write a note to be inserted with the newsletter being sent to postal members.

Action: LI to add a note to Facebook informing of the changes to the AGM.

Action: LG to change the date of the board meeting from 11th to 18th September.

Action: A venue to be booked for the AGM to take place face-to-face.

I. Receipt of complaint

The complaints involve Chris Jessop (Chair), therefore David Dawson was asked to take the Chair at this time.

COPY REDACTED

Prior to withdrawing, DD explained that as the Society has no formal method for dealing with this type of complaint, the trustees should put in place new procedures for dealing with similar situations in the future. DD proposed a procedure for managing these complaints, **COPY REDACTED**

Action: DD to notify the trustees of the two complaints.

Proposal to manage these two complaints

A proposal to form a Working Party to manage the complaints will be made to the trustees by email. The WP will consist of DD, SG and DR. On approval from the trustees, and in accordance with standing order 12, the Working Party will

COPY REDACTED

- i. Gather evidence to investigate the allegations.
- ii. Report its findings by 1st June to the trustees.
- iii. Recommend an outcome based on its findings.
- iv. Make recommendations for new procedures for dealing with similar cases in the future.
- v. Find ways to ensure the Code of Conduct is understood by the membership.

All trustees will meet on 3rd June to discuss and act on the findings of the WP. The CC will be informed of the outcome after the meeting.

DD, SG and DR will be sent the minutes for approval prior to any action being taken.

Information for trustees, added after the meeting

Extract from Standing Orders for the calling of and conduct of business at Meetings of the Board of Trustees [revised December 2009]

12. Appointment of Working Parties

- (i) Whenever a Working party is set up by the Board of Trustees the resolution in connection therewith shall define:
 - a) The specific matter to be considered
 - b) The membership
 - c) Powers of co-option
 - d) Nature of report or action required
 - e) Date by which a progress report or final report is desired by the Board of Trustees.
- (ii) Upon acceptance by the Board of Trustees of their final report Working Parties shall be automatically dissolved but may be re-established by simple resolution of the Board to deal with the same matter or additional aspects thereof.