

SOMERSET ARCHAEOLOGICAL & NATURAL HISTORY SOCIETY
Meeting of the SANHS Board of Trustees on 15th July 2022 at 14:00 at Museum of Somerset
Minutes

Present

Martin Salzer (Hon. Treasurer), Lizzie Induni (Vice chair), Sue Goodman (membership secretary), Gerardine McHugh-Soliman, David Reid, Christine Webster, Emma Turk.

1. Apologies
Apologies received from Chris Chanter
2. Declarations of Interest
None declared
3. Minutes and matters arising from the meeting of the board held on 30th March 22
 - 3.1 Emma Turk has now researched hand held devices
 - 3.3 Chris Chanter not present to report on fire escape at Wyndham Hall
 - 4.3.1 Insurance has now been renewed
 - 4.5 Chris Chanter not present to report on crack in Mambo's wall
 - 4.6 Castle Hotel has paid £7,500 – this includes 50% of the rent due in Covid years and the first instalment of the 2022 rent. Another £2,500 is due in October/November
 - 4.6.2 Ine's Cottage Garden lease is still being prepared due the complications with holding trustees. However, Mambos are up to date with rent payments.
 - 4.6.3 David White has dealt with the rent reviews for Museum of Somerset and Northern Gardens
 - 4.6.4 The Wyndham Hall project is well underway with a repair schedule to be supplied by Nigel Pearce. The County Council are being approached for an asbestos report as well as a heating and environmental report. It is hoped that SANHS will be able to hold open days in the hall during the Heritage Open Days week (9th-18th September). This will need considerable organisation including an exhibition, SANHS promotional leaflets, updated membership forms.
 - 6.1 The board expressed their gratitude to Emma Turk for taking on the role of website manager.
The minutes were adopted as an accurate record of the meeting.

4. Minutes and matters arising from Extraordinary Meeting on 10th June
Minutes agreed with 2 minor changes as shown in latest version

5. Minutes and matters arising from AGM held on 7th May
MS asked if the suggestion to offer Corporate membership had been looked into by the Membership Working Party.
Action – SG and CW

6. Reports

- 6.1 Chairman's report – Chairman not present
- 6.2 Risk Register – none available
- 6.3 Treasurer's report – MS explained that although the funds looked sufficient at the moment, unexpected legal fees made it difficult to predict the immediate future.
- 6.4 Report and Accounts of Early Dunster Project – the project continued to make interesting progress. The accounts are looking very healthy.
- 6.5 Report and Accounts of the Castle Garden Project
 - 6.5.1 – Fencing in the garden – Nigel Pearce has now been in contact with the fencing company.
 - 6.5.2 – The illustrations of the castle to be used in the information panels were provided by CW. The text of the panels is yet to be finalised. MS asked whether it could be checked by SANHS before production. Final location of panels has also yet to be decided and will need agreement with Historic England.
 - 6.5.3 MS is concerned that not all SANHS obligations according to the HLF have been met. A meeting with Chris Jessop and MS would help to clear up the situation.
Action – MS, CW, GMS
- LI asked if the £500 earmarked for a Medieval feast could be used in the Family Membership Launch event. Proposed by LI, seconded by GMS and voted through
- 6.6 – Report on SANHS Estate - see earlier
- 6.7 – DR reported the Natural History committee had organised 3 field meetings. However, these events were being attended by fewer people each time. DR thought it was due to the other wildlife organisations in the county that ran very successful events on their own nature reserves. A discussion of the implications followed but it was decided a meeting

needed to be set up to encourage more integration with the rest of the society and to decide how the Natural History section could make more of their assets.

Action – DR/LI

DR offered to provide a webinar on Shetland wildlife. However, DR thought £5 should be paid upfront before any attendees received a link for the webinar. ET explained the Museum of Somerset booking system for events using Eventbrite.

Action – ET – to research Eventbrite for SANHS activities

6.7.1 Publications Committee – George Cumberland publication. LI explained the board had not been informed of the publication of this book beforehand. There needed to be a launch event in Taunton (had already been one in Weston).

Action – ET to check museum room booking fees

6.8 – Proceedings report – MS thought the cost projections were a little optimistic. It was reiterated that contributors receive a paper copy of their paper but they should still pay for a copy of the Proceedings.

6.9 – Report from Membership Working Party – SG wanted to check whether Associated Societies should have access to the members only part of the website.

Proposal – Associated Society Members should have access to the members only area of the website and this should be made available through the specified contact. CW proposed, Seconded – LI. Voted through.

NOTE – this requires further consideration and discussion before implementation

Simon Hill had been approached about a quote for an integrated database system for membership and suggested a second meeting in September. ET suggested asking her partner for a quote.

Action – CW to send brief to ET

Proposals

7.1 – Budget 2022 – MS proposed to have a second interim budget because of the uncertainty over the imminent legal fees. £8,000 has been set aside for this. The proposed budget includes most of the cost of producing the 165 Proceedings but not postage and packing nor the editor's fee, which will be in the next budget. A slight increase in the Libraries budget has been included.

MS also outlined the money that had been set aside for IT purpose - £1,000 for a new membership secretary computer and £700 for setting up a new integrated membership database but only one could be paid for this year.

This budget would be reviewed in October when the scale of legal fees should be known.

Budget approval - proposed – LI, seconded – DR. Voted through

7.2 Office Manager salary increase – 3% has been suggested by the chair but this still needs to be costed by treasurer and agreed by the board. It was agreed that it would be useful to know in advance when the office manager was on holiday.

Action – MS to cost wage increase and CC to inform board of office manger's holiday

7.3 Purchasing and Payment Policy – Adopted

7.4 Recharging administration costs policy 22/23 – Treasurer deferred any decision until more research had been carried out.

Action – MS

7.5 Equality, Diversity and Inclusion Policy 22/23 – It was agreed that this now was a thorough policy but lacked a trustee responsible for the policy. CW agreed to take on that role.

Policy Adopted

7.6 Data Protection Policy 22/23 – there has been no progress on this after the stepping down of the website manager. This needed more consideration by the exec.

7.7 and 7.8 Welfare Policy and Event Planning Pack– DR could not open this. Would be very useful if it was on the website. MS wanted all events organisers to fill in the financial section. Can this be made more prominent?

Action – CW to check

7.9 – End voting by email – it was decided that email voting could still be useful although it needed to be more careful consideration. Could it be offered through the members area of the website?

7.10 -CIO Working Party – this was now up and running. Next meeting 11th August.

7.11 – Re-introduce governance processes– generally agreed that these were good policies – especially setting the dates for meetings well in advance.

Nominated by LI, seconded by MS Voted Through

8AOB

8.1 Nominate a trustee to the Library Committee. ET agreed to join this committee

8.2 Appoint a representative to Wyndham Lecture Trusts – MS was happy to be a representative for Yeovil. However, Weston representative still required.

8.3 Website support required – ET agreed to take on this role.

8.4 It was agreed that Cassie Begg had been a very enthusiastic intern with some excellent ideas. DR requested more time to digest her ideas and be followed up by a meeting

Action – Exec Board be consider

8.5 Castle garden maintenance – A meeting of the garden team has been organised for 21st July to assess opinions on returning to the Castle Hotel Gardens. It is already known that some gardeners are very reluctant because the hotel are gaining all the benefits. However, although the hotel are keen to cut the grass and clear the paths, they do nothing to care for the scheduled ancient monument. DR suggested charging the hotel for the privilege of having a gardening team. MS suggested a meeting with the Castle Hotel to discuss the situation.

Action – GMS and CW to cost gardening work.

Date of Next Meeting

Wednesday 14th September at 14.00 at SHC

Minutes written by CW

Meeting finished at 16.50 and trustees visited Wyndham Hall to assess the work required.

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