



THE DEVON & EXETER INSTITUTION  
LIBRARY & READING ROOMS  
(Founded 1813)  
Registered Charity No. 1172445

### Minutes of the Board of Trustees

Held in the Reading Room at 10:00 on 14 March 2018

Trustees present: Margaret Knight (MK), Jeremy Lawford (JL), Paul Vincent (PV), Derek Knight (DK), Katharine Chant (KC), Henry French (HF), Sandra Bond (SB), Christopher Chanter (CC)

1. **Apologies:** Emma Dunn (ED, Anne Howard (AH), John Reeves (JR)  
Mk noted that, in future, AH and ED would not attend full Board meetings unless they or the trustees wished them to do so.
2. **Conflicts of Interest:** none recorded
3. **Confidential Session – Trustees only**  
CC joined the meeting at 10:20
4. **Minutes of the last meeting on 6 December 2017:** were agreed
5. **Matters arising:** First Aid training: AH had identified an emergency first aid course (cost £151.20). Agreed that Mary Noon will attend  
DK is arranging a visit to inspect the fire door between DEI and cottage **DK**  
The Insurance cover has been renewed through Ecclesiastical. ED is arranging for Christopher Hampton to update the existing collections' valuation in April **ED**  
DK noted that contracts for relief Housekeeping staff are still outstanding **DK**  
Bank signatories: MK confirmed that these have now changed. Signatories for Natwest 2 a/c are KC, DK, JR, Tony Rhodes, Julian Nowill and Sadru Bhanji. Signatories for the NatWest 3 a/c are: KC, MK, JR, Tony Rhodes, Julian Nowill and Sadru Bhanji. John Manley-Tucker and Julian Parlett are no longer signatories and have been informed.  
MK noted that she has asked NatWest for financial compensation for the inconvenience caused over the transfer
6. **Resignation of Trustees:** Margo Swift has resigned and the Charity Commission has been informed. MK is now the formal DEI contact for the Charity Commission  
Following discussion, it was noted that a final decision on which trustees needed to stand down each year could be made closer to the time of the AGM.  
HF joined the meeting at 10:40
7. **Hon Treasurer's report** (presented by MK in JR's absence)  
Membership income to date now stands at £42,804. Congratulations to JL for his work on targeting lapsed subscriptions. The current deficit is £14k and is likely to rise to approx. £20k by the end of the financial year.  
MK reminded trustees that draft budgets need to be sent to JR in time for the Finance and Board meetings on 11 and 18 April.

The current bank balance stands at £36.6k but this includes £12k from Gift Aid which may need to be repaid to HMRC

KC updated the Project expenditure listed in the report. These will be updated on Quickbooks shortly. The project budget will be set at the Project & Programme Committee meeting on 21 March

PV required whether we need to set a target for income. It was agreed that the income target should be set to meet expected expenditure

KC queried whether Donations should be itemised as Income. To be considered further.

**8. Health and Safety:** nothing to report

**9. Membership Secretary's report**

JL presented his report on membership subscription renewals. He estimated that some £2900 has been recovered from 'lapsed' membership, some of whom evidently had no idea that their subscriptions had expired. JL also estimated that renewal income between now and end of May could be up to a maximum of £18k and while this year's subscriptions look healthy, much of this is due to the 40 odd membership backlog payments. He also noted that the number of new members joining has dropped in the last few months.

JL has changed his mind on setting a single date for membership renewal. Experience has shown that this can be handled effectively on a rolling basis. Online payments with pre-authorised direct debits are the most efficient payment method but members need to be encouraged to do this through WebCollect.

MK confirmed that we do have online banking set up and JR will need to pursue this on his return and the need for a card payment machine in the office to encourage immediate enrolment and payment

**JR**

During discussion, the following points were noted:

- Members can pay their subscription by direct debit
- Membership rights should expire on the day that the membership subscription ends.
- Key fobs should be de-activated at this date as a reminder for members to renew. New key fobs should be issued with an automatic cancellation date set for the expiry or renewal of subscription. It was recognised that there could be a large task of altering key fob dates for existing members.

**10. Hon Secretary's report**

GDPR: DK identified priority task as the need for a DEI Data protection policy before the 24 May deadline. He will bring a draft policy to the next Board meeting. Privacy and Consent statements will also need to be introduced by this date and the Board agreed to purchase templates for this purpose if necessary

**DK**

AH, ED and Mary Noon have been asked to provide details of personal data they hold and further work on data retention and storage as well as electronic file sharing is being actively pursued

Office support: Administrative and financial procedures have been reviewed and updated and it is apparent that the DEI has not been using WebCollect to its full potential. It was agreed that more volunteers are needed to support this work and, in the longer term, the role of trustees and the need for some paid administrative and clerking support needs to be investigated. The meeting

thanked DK and JL for their actions to renew an active and welcoming presence in the office.

**11. Replacement of the Assistant Secretary post**

The options prepared by MK were discussed. The immediate need for a dedicated book keeper was recognised although the number of hours per week proposed was questioned. MK said she was investigating different recruitment options. It was suggested that a budget for this work should be set, rather than prescribed hours for a post. It was also generally agreed that a book keeper should not work in the office and the Lancaster Room could be a suitable location. AH has already been consulted on this option.

After discussion, KC proposed, seconded by CC, to appoint a book keeper (option iii) with the proviso that some project funds could be used to support this role. This was agreed unanimously, and MK was tasked with implementing recruitment. **MK**

KC and PV left the meeting at 12:00

**12. Librarian's report**

AH had tabled a written report. AH's suggestion that withdrawn stock could be offered to Bearn's for auction was agreed

**13. Project Manager's report**

ED had circulated a written report which included a review of future funding and programme development projects. Consultation will begin on this in Autumn 2018 and ED proposed that 'This new project begins with a Trustee session on strategic development and working with grant making bodies to ensure that everyone is on the same page at the outset'. This was agreed unanimously. Proposed by MK and seconded by SB

CC queried what valuation work was being carried out by Christopher Hampton (this was later confirmed as the fine and decorative art collection and the fine items of furniture)

**14. Housekeeping and Building Committee:**

The draft minutes from 28 February were noted

**15. Chairs Committee:**

The Board approved the recommendation to disband the Policy, Procedures and Membership Committee as their main task was now completed. Ongoing policy reviews will be managed by ED and membership development issues will be handled by the working group led by PV

**16. CIO:**

JL confirmed that the title to the property of the DEI is now registered with HM Land registry. The Board approved payment to Tozers of £1759 for their legal support predominantly for expenses connected with this work.

CC left the meeting at 12:25

**17. AOB: none recorded**

**18. Date of the next meeting - Wednesday 18 April at 10:00 in the Reading Room**

The meeting closed at 12:30