



THE DEVON & EXETER INSTITUTION
LIBRARY & Reading Rooms
(Founded 1813)
Registered Charity No. 1172445

**DEVON & EXETER INSTITUTION – Annual General Meeting
26th Oct 2017 at 2.30pm
HELD AT THE GUILDHALL**

Minutes of the 28th annual general meeting of the charity known as the Devon and Exeter Institution (being also the 204th annual meeting of the Institution since its formation) and the 1st annual general meeting of the Devon and Exeter Institution Charitable Incorporated Organisation (CIO)

Present: 96 members attended (see appendix)

Apologies: 9 members apologies received (see appendix)

1. Chairman's introductory remarks: John Manley-Tucker (JM-T)

JM-T welcomed members to the first AGM of the Devon and Exeter Institution Charitable Incorporated Organisation (CIO), it also being the 28th AGM of the charity known as the Devon and Exeter Institution (DEI) and the 204th annual meeting of the Institution since its formation. The Hon. Secretary ruled the meeting to be quorate.

JM-T said that it had yet again been a very busy year, not least in completing the transformation of the DEI from a Charitable Association to a Charitable Incorporated Organisation. Approval for this change was agreed by members at the 2016 AGM and the original Charity continues in a dormant form to receive any legacies or donations that may be made under this name. He thanked Jeremy Lawford in particular for his assiduous work in overseeing this change on behalf of the trustees.

Since the last AGM, the roof project has been completed in time and within contract price. All the requirements of the grant application which funded the project have been met or are in place and a splendid official opening ceremony conducted by the Earl of Devon was held in the Cathedral Chapter House on Thursday 30 March.

2. Minutes of the AGM of the 27 October 2016

These were agreed with no matters arising

3. Annual report of the Trustees: Julian Parlett (JP)

JP reported that this has been a year of transition throughout the DEI. In addition to the completion of the roof project and the change to CIO status, the new contract for the Housekeeper and changed arrangements for the Courtenay room service came into force. Our relationship working with the University has developed, Saturday opening has been introduced and work on re-organising the library layout and collections has commenced.

JP acknowledged that, in achieving these results, much hard work and difficulties had been experienced along the way and he wished to thank all the staff, contractors and volunteers who had contributed to this successful transition.

On a personal note, JP reported that, having served for several years, he was not standing for re-election and wished to thank his co-trustees and members for continuing to support the DEI during these changes.

4. Hon. Treasurer's report: Susan Kaufman (SK) & Julian Nowill (JN)

SK made a presentation on the DEI Financial statement. She thanked the Finance & IT group for their work and noted that the second year of automated accounts had led to

better information for trustee decision making. She noted that budget categories had been re-aligned to support the new CIO committee structure. SK gave an overview of income and expenditure and noted that membership income had fallen to £52,824 in 2017 and there was no one clear reason for this. Responsibility for Membership issues had been added to the role of the Procedures Committee and subscription income will be carefully monitored. Financial arrangements for the Courtenay Room and Housekeeping salaries were changed mid-year 2017.

SK noted that total funds carried forward fell to £1.27m and are likely to continue to fall as grant money is spent.

SK recommended that members receive the account and the financial statement was proposed, seconded and agreed nem. con.

JN reported that the last year has as usual been a mixed one financially with the roof project drawing to a close. On the positive side there has been a good level of success on the fundraising front with much able work completed by Emma Dunn. The relationship with the University has been agreed and is working well. On the negative side, we have chosen to rely on erratic bequests rather than increase our membership fees so regular income balances regular expenditure. The statutory accounts are formatted according to regulation and give a poor view of how we are actually doing.

Finally, JN noted that we are still not embracing online banking and while it is not easy to set up arrangements, other charities have managed to do so and so must we.

5. Librarian and Project Manager's Report: Anne Howard (AH) & Emma Dunn (ED)

AH reported that the removal of the roof scaffolding had enabled full access to all areas of the collection and had provided an opportunity to re-evaluate the space. Stock, shelves and furniture had been moved to create more study space and to improve air circulation for the stock which had been subject to mould growth. Duplicate stock taken up much needed space was gradually being withdrawn.

The Adopt a Book scheme was launched and £760 had been received to date towards the restoration of a number of titles

Digitisation and cataloguing of the prints and drawings collection is being investigated which will require external funding to achieve.

Saturday opening of the DEI between 10.00am and 4.00pm was introduced in April, supported by the Asst Librarian, Clare Maudling and volunteers. Monthly presentations by members on aspects of the DEI collection on Saturday afternoons (Saturday Snippets) have proved to be a popular innovation.

ED noted that the failing of the roof has enabled to Institution to focus on what could have been lost and what is still in jeopardy – and through our successful funding applications we have been able to implement a programme which not only deals with the fundamentals but sets the Institution on a sustainable path for the future. She also noted that although there are more members of the DEI than ever before, there is less income, and this need to be looked into.

ED reported on her activities throughout the year:

- The grant funded conservation programme has centred on the physical condition of the books and we are beginning to look at the works of art, maps, prints and drawings - where appropriate taking advice from sector experts such as the British Library, the Ashmolean and conservation teams at the South West Heritage Trust and the Royal Albert Memorial Museum
- We have sought to widen understanding of what the Institution is, what it does and

what we hold within our walls by the creation of grant funded travelling displays.

- As an Institution founded on the principles of the enlightenment, and as a Charity established 'for the advancement of public education' we are proud of our increasingly diverse and vibrant education programme. Through our new grant funded programmes, we have been able to fully realise - and indeed upgrade – our charitable status to that of a Charitable Incorporated Organisation and re-establish our relationship with the University - a ten year funding agreement is currently being discussed.
- This year we have held five consultations with members regarding the present and future needs of the Institution. It is a fact that to ensure the survival of the building, collection and programme – and to maintain subscriptions at an affordable level that external grants will need to be sought. We invite members to contribute to this process, so do get in touch if you would like to be involved.

6. Special resolution to adopt the draft constitution

That with effect from the conclusion of the meeting, the draft Constitution produced to the meeting and, for the purposes of identification, initialled by the Chairman, be adopted as the Constitution of the Institution to the exclusion of the Institution's existing Constitution (being a Trust Deed dated 20 June 1989.)

This resolution was proposed, seconded and agreed nem.con.

7. Retirement of Officers and Trustees of the Devon and Exeter Institution

All current trustees and officers retired

8. The meeting of the 28th annual general meeting of the charity known as the Devon and Exeter Institution was closed.

1st Annual general meeting of the Devon and Exeter Institution Charitable Incorporated Organisation (CIO)

9. Election of the Board of Trustees

The following twelve members had been nominated as trustees for the twelve vacant posts on the Board of Trustees and were duly elected by members.

John Manley-Tucker	Margaret Knight	Jeremy Lawford
Peter Botherton	Paul Vincent	Sandra Bond
Margo Swift	Katharine Chant	John Reeves
Bill Leedham	Derek Knight	Christopher Chanter

It was recorded that Henry French had also been appointed as a nominated trustee from the University of Exeter

10. Resolutions

Haines Watts Exeter LLP was proposed and seconded as the DEI Auditor and this was agreed nem.con.

Resolution to increase the DEI membership subscription as follows was proposed, seconded and agreed nem.con.

Category	Current subscription	Proposed subscription
Individual	90	93
Family	42	45
Temporary (3 months)	44	47
Junior	12	12
Joining fee	15	15

11. **Any Other Business**

None recorded

SIGNED:

DATE:

Appendices

2017 DEI AGM Apologies

John Monks
Christopher Gardner-Thorpe
Wendy Smith
Lindsay Roderick
Joe Roderick
Prof R Kain
Val Mitchell
Helena Cermakova
Pat Purchase

2017 DEI AGM Attendees

Ms E Allaway
Mr Paul Auchterlonie
Mrs C A Bartlett
Mr Clive G Bennetts
Dr Saradin Bhanji
Mrs Sandra Bond
Mr a Bourne
Mr D Bromwich
Ms Jenny Brotherton
Dr Peter Brotherton
Mrs Hilary Browne
Mrs Katharine Chant
Mr Christopher Chanter
Ms Susan Conniff
Mr Shane Cormie
Mr Charles Doble
Miss Jane Evans
Mrs M B Farquharson
Mr Alan Foster
Mr David Golding
Dr Robert Guyver
Mrs Cynthia Henson
Mrs Yvonne Hicken
Dr R Higham
Mrs Mirabelle Hollingsworth

Mr Nigel Howard
Mrs S Jenkinson
Mrs C Jenkinson
Ms J M Jerrard
Mr John E Jones
Mr Malcolm Joyce
Ms Cathie Hartigan
Mrs Y Hensman
Mr Paul Kenny
Mr G E Kent
Mr Derek Knight
Mrs Margaret Knight
Dr S Knox
Mr Douglas Koszerek
Mrs Moira Koszerek
Mrs Lesley Lake
Prof Martina Lauster
Mr Jeremy Lawford
Mr Brian Le Messurier
Mr Bill Leedham
Mrs R Lupton
Mrs A Maltby
Mr J Maltby
Mr John Manley-Tucker
Mr Darren Marsh
Mr Anthony Martin
Mrs Anne Mayes

Mrs Ruth Mcleish
Dr Susan Melzer
Ms C Moran
Dr Julia Neville
Ms Holly Nichols
Mr Julian Nowill
Mr Julian Parlett
Mrs Margaret Parlett
Mr Jim Pilkington
Mr David Potter
Mr F E Potter
Mrs Clare Radstone
Prof David Radstone
Mr J E Reeves
Mrs Brenda Rhodes
Mr Tony Rhodes
Dr Geoff Roberts
Dr John Salvatore
Mr Keith Scott
Mrs Sandra Semple
Mrs Julia Sharp
Ms J Sinclair
Mr Derek Smith
Mrs Gill Spence

Mr C J B Stirling
Mr John Stirling
Mrs Sheila Stirling
Mr D Ian Stoye
Mrs Margo Swift
Mrs Diana Symes
Mr Jeremy Symes
Dr Bill Taylor
Mr R Templeton
Mrs M Thomson
Mrs B Timlin
Mr Simon Timms
Mr R C Tiner
Dr Ian Varndell
Mr P Vincent
Mr M P Walker
Mrs Vivien Watson
Mr Kevin White
Mr Peter Wingfield-Digby
Mrs C M Wise
Mr Nicholas E Wood
Mrs Pamela Wootton
Dr Robin Wootton
Mr J Yonge