



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 18<sup>th</sup> July 2018

Trustees present: Margaret Knight (MK), John Reeves (JR), Derek Knight (DK), Paul Vincent (PV), Jeremy Lawford (JL), Lindsay Roderick LR), Robert Guyver (RG), Henry French(HF), Richard Templeton(RT), Sandra Bond (SB), Christopher Chanter (CC)

In attendance: Ian Watt

1. **Apologies:** Geoff Roberts, Katherine Chant, Emma Dunn, Anne Howard
2. **Conflicts of Interest:** None recorded
3. **Introduction of new trustees**  
MK introduced the new trustees appointed at the last board meeting, viz Robert Guyver, Lindsay Roderick, Geoff Roberts and Richard Templeton
4. **Minutes of the last meeting on 13<sup>th</sup> June 2018:** Agreed.
5. **Matters arising**  
DK stated that in the first set of draft minutes Robert Guyver had been incorrectly named as Richard.

It was noted that the Forward Plan will be published on the website shortly.

6. **Resolution to link charities: JL**  
This resolution was introduced and explained by JL. The old charitable association needs to be kept in existence, albeit dormant, so legacies left to the old charity can be received. Having taken legal advice, the best way to do this is by requesting that the Charity Commission link the charities. Their linking document will provide sufficient evidence of continuity to enable legacies left to the old charity to be received.

On the proposal of JL and seconded by JR the following motion was passed nem con.

- *RESOLVED, in view of the identity of the aims and objects of the two charities known as The Devon and Exeter Institution and of their governing bodies, to apply for consent from the Charity Commission to link the two charities for registration and accounting purposes.*

JL confirmed that he will inform the Charity Commission of this decision through Tozers. A signed copy of the resolution will be kept on file at the DEI

CC arrived at 1020

7. **Hon Treasurer's Report: JR**  
JR presented his report on the financial position of the Institution. He noted that subscription income of £65,801 was in excess of the £55,000 target, due to JL's work in ensuring members are up to date with payments. The current total income of £96,592, with a total expenditure of £102,442, leaves a deficit of £5,777. However an adjustment to pay legal fees from reserves will leave a balanced budget at the need of the year.

JL said that that some membership cheques banked after the end of the financial year may need to be noted as an adjustment in next year's accounts. CC asked about investment income. MK stated that the investment policy is something which will have to be considered in due course.

JR stated that he had a preparatory meeting with the auditors, Haines Watts, to identify the scope of the work. Their recommendation, given changed Charity Commission requirements for small charities, is to conduct an Independent Inspection. This will be significantly cheaper than a full audit and fulfils the charity's statutory obligations. In the discussion on the merits of this advice and its costs, JR noted that, as a new Treasurer, he wished to be assured that the DEI accounts were correctly managed. He was satisfied that an Independent Inspection would provide this assurance and the meeting agreed that he should ask Haines Watts to proceed on this basis.

As the current CIO is in its first year of existence, a valuation of assets will be required for this audit work. The fine art collection has already been valued, and Bonhams will shortly be valuing the books collection. JR will seek a specialist firm of surveyors to value the building.

The Finance, HR & Membership committee will meet on 15<sup>th</sup> August. RT is to join that committee.

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

**9. Membership Secretary's report: JL**

JL spoke to his written report, which had been circulated. He noted that the number of members is stable. Whilst subscription income has significantly increased, the number of members has not. He noted anomalies in the current system, such as people appointed by the University as Honorary Research Fellows, who may, on that basis, be claiming free membership to which they are not entitled

A welcome email is now sent to new members, inviting them to come to the Institution for a tour and to collect their key fobs. DK noted this as a very welcome development. DK asked that new members be listed in the newsletter, and this was agreed to be a feature in every future newsletter

*LR arrived at 1103*

PV asked if any trends in membership were discernible. JL reiterated that income had increased but that membership numbers had remained stable.

**10. Hon Secretary's report: DK**

**GDPR:** DK reported that very few paying members who had responded to the GDPR consent request did not want to receive communications from the DEI. Office files have been rationalised, and are now all stored on the cloud. The introduction of GDPR has led to an opportunity to introduce best practice procedures

DK asked that all charity trustees use their dei email address in future. All, apart from PV, confirmed that they had set this up. DK confirmed that assistance was available from Tom Chant or Nigel Howard in August, to help trustees access communications.

**Office update:** The office has now been repainted and reorganised. Illustrative boards displaying how the DEI is meeting its charitable objectives have installed

and a new painting, on loan from RAMM, is to be displayed above the mantelpiece.

**Events:** Several different types of events have been held recently. The early evening meeting to launch the new publication was well received as was the Lustleigh Cleve painting soiree. Both events raised funds which will be ring fenced for promotion and conservation purposes.

The Summer Outing was enjoyed by 30 members who attended. DK expressed his thanks to SB and GR for organising it.

**Complaint:** DK stated a complaint had been received from a member about the level of noise in the Reading Room. A general discussion on talking in various parts of the building took place. There was a consensus that silence should not be enforced as a policy, but consideration for others was needed.

**10. Project Manager and P&P Committee report**

On 12<sup>th</sup> September the board meeting will be followed by a working lunch to discuss securing future grants, working with external funding and consultation. MK asked that all trustees make every effort to be present.

**11. Librarian's report**

AH will organise an event for National Poetry day on 4<sup>th</sup> October, involving hourly poetry readings. A weekly poetry group is to be launched.

**12. Standing Committee reports and recommendations**

There have been no committee meetings since the last meeting. JR will circulate the minutes of the Communications meeting held in June..

DK will circulate the Terms of Reference of all the committees to new trustees for their information

**13. AOB:** There being no other business the meeting concluded at 1130.

**14. Date of next meeting:** Wednesday 12<sup>th</sup> September 2018 at 10:00