



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

**DEVON & EXETER INSTITUTION – Annual General Meeting
21 November 2018 at 2.30pm
HELD AT THE GUILDHALL**

Minutes of the 2nd Annual General Meeting of the Charitable Incorporated Organisation known as the Devon and Exeter Institution (being also the 205th annual meeting of the Institution since its formation).

Present: 86 members attended (see appendix)

Apologies: 21 members had presented their apologies (see appendix)

1. Introductory remarks: Margaret Knight, Chair of the Board of Trustees

The Chair welcomed members and introduced trustees. The meeting was declared quorate.

The Chair said that it had been another busy year for the DEI, with the move to a new legal entity, the Charitable Incorporated Institution, providing an opportunity to review governance structures. Partnership and project work are now integral to what the DEI does, with mutually beneficial partnerships being cemented with RAMM and the Cathedral, as well as the University. Outreach, education and development continue to flourish. Our fine art collection is being conserved and properly cared for.

The Chair concluded her remarks by thanking staff, volunteers and fellow trustees for their work and support.

2. Approval of the Minutes of the AGM held on 26th October 2017.

On the proposal of Jo Sinclair, seconded by Ruth McLeish, these were approved as a true and accurate record.

3. Matters Arising.

There were no matters arising.

4. Hon Secretary's Report: Derek Knight

The Hon Secretary presented his report. He stated that at last year's AGM, a significant number of new trustees had been elected to the Board for the first time which gave us the opportunity to bring a fresh approach to challenges facing the Institution. One immediate challenge for the new board had been putting into practice the transition to a Charitable Incorporated Organisation, the CIO. The new governance procedures share responsibility across all trustees on the Board. The elected postholders – the Chair, Secretary, Treasurer and Membership Secretary - are no longer elected at the AGM by members but by the trustees themselves. We will be holding these elections at the Annual Board meeting of trustees next week. Trustees will still of course be elected by members and this is done on a rotational basis each year – more on this later in the agenda.

To support Board decision making we have a committee structure which is working well. All trustees have contributed to this process by bringing their expertise and experience to our discussions and the Board is committed to making this whole-team approach work.

We couldn't have done this without the support, encouragement and enthusiasm of our staff and, on behalf of the Board, I would like to thank Anne Howard, Emma Dunn, Mary Noon, Clare Maudling and Lee Bingham for their advice and contributions throughout the year. The Hon Secretary congratulated Dr Clare Maudling on her recent award of her PhD

and to Anne Howard for gaining her Advanced Diploma in Local History this year

In February, the Assistant Secretary, left the DEI to take up opportunities elsewhere. At the time, the Board took the view that it was right to review our financial and administrative operations to ensure that we had the best fit for the changes that we had recently made to our governance structure. So, we did not rush to appoint a like-for-like replacement but, instead, sought to diversify responsibilities. Membership has been dealt with by Jeremy Lawford, the Membership Secretary. We have employed a part time book keeper, Lee Bingham, who is working closely with our treasurer, John Reeves. The Hon Secretary said that DEI would always be reliant on volunteer support, it is part of the charm and attraction of being involved with the Institution and the work of all our volunteers is very much valued for what they do, whether it is in the library, on the preservation team, as tour guides, supporting events and activities, in the Courtenay room and garden or in the office.

We have introduced a new format for the newsletter this year and many thanks to Paul Vincent for getting this project started. Communication with members is an important part of informing everybody of what is going on and the task of implementing the changes required to meet the General Data Protection Regulation certainly brought this into focus this year.

One of the attractions for members alike is our series of talks and lectures and my thanks to Geoff Roberts, Richard Buscall and Ruth MacLeish for their work in putting together an entertaining programme. They are currently working on the next year's programme which will celebrate our 30th anniversary of becoming a charity.

As we look to the future there are more challenges ahead – not least on how we continue to meet our charitable objects of the promotion of public education and the preservation of the collection and building at no 7 Cathedral Close.

5. Hon Membership Secretary's Report: Jeremy Lawford

The Membership Secretary reported that the Institution had had 659 paid up members in February 2018, and almost 100 of these subscriptions were in arrears. He had written to lapsed members, and around 60 had re-joined. At the end of April there were 723 members, and as of the date of the AGM, 748. The DEI is gaining around ten new members a month, and losing around five or six, so membership is increasing.

Following Jeremy's report, Margaret Knight informed the meeting that Jeremy was standing down as a trustee after many years dedicated service to the DEI. The meeting warmly acknowledged their appreciation of his contribution over the years in many capacities.

6. Hon Treasurer's Report: John Reeves

In presenting his report the Treasurer stated that at the end of the first year as a CIO the DEI is in a much stronger financial position than a year ago. He thanked the Finance, HR and Membership Committee and the book keeper Lee Bingham for their hard work.

The Treasurer said that when he took up the post last November, he had been very concerned at the low level of subscription income and the high level of operational expenditure. In January the overspend on the operating account was projected to be £20,000. The trustees had acted to better control budgets and improve the membership renewal process with the effect of reducing the overspend at the end of year to £8,000. This sum is easily covered by interest and investment income. The value of investments is up by £18,500 this year, a 9% return.

The Treasurer reported that the Institution's heritage assets had been independently valued by experts. This had not been done for many years, and no value had been shown in previous annual accounts for the book collection. The net effect of the revaluation is an

increase of total funds by almost half a million pounds, which better reflects that value of our building, books and art and antiques.

During the financial year the Institution's three-year development programme funding from the Heritage Lottery Fund and Historic England came to an end. The project ended within budget and, with additional funds received from the Heritage Lottery Fund and the University of Exeter, activities established can continue until at least June 2020.

The Treasurer stated that the accounts had been independently examined rather than audited, and this was in accordance with the constitution and Charity Commission requirements and on the advice of our auditors. The trustees proposed no increase in subscription rates for the coming year.

In response to a question from Anthony Martin asking why the accounts did not list all the trustees who had resigned during the year, the Treasurer responded that the report was prepared by the accountants and conformed to statutory requirements. It also reflected the Institution's position at the end of the reporting period.

John Jones asked about the DEI's insurance cover, and the Treasurer replied that insurance values for cover were up to date, though it had not been so when he took over as Treasurer.

David Potter questioned why the heritage assets had been valued when it was not intended to sell them. Treasurer replied that it was necessary for the end of year accounts and independent inspection, and insurance purposes.

Ian Scott said that a 9% return on investments was very good and asked if the Institution paid for investment advice. The Treasurer said that it did not. The DEI uses COIF investment unit funds.

7. Resolutions

- 7.1** The meeting voted on a proposal that the Financial Statements for the year ended 30 June 2018 be accepted. Proposed by Sandra Bond, seconded by Richard Templeton and carried without dissension
- 7.2** The meeting voted on a proposal to appoint Griffin Chartered Accountants for the 2018-19 financial year. Proposed by Henry French, seconded by Shane Cormie and carried without dissension

- 8. Report from the Librarian and Programme Manager: Anne Howard and Emma Dunn**
The Programme Manager reiterated that the past year had been one of endings and new beginnings.

Having addressed the fundamentals of the building, collection and programme the DEI is now preparing for the next chapter in the Institution's story. We welcomed a new Board of Trustees last year who have supported and encouraged the work established in the Development Project, which ended last June. We are fortunate to have so many trustees with relevant library and heritage sector experience. As outlined by the Treasurer, we have been successful in securing ongoing funding from grants which means that we can continue to employ staff and specialist contractors and continue to work on conserving and opening up the collection, delivering our charitable objects and maintaining the standards and activities developed over the past three years. We continue to work with students and staff at the University of Exeter as part of our funded partnership agreement. In the past year students have supported conservation and preservation work and research for displays and the public programme

We piloted the 'Global lives' module at the Institution last year, which owing to its success, is currently being repeated this year – Anne and I would like to thank Clare and the library volunteer team for their work in supporting the students.

Our educational programme for schools and junior members continues to flourish and we are now aiming to work more closely with partner organisations such as the Cathedral and RAMM to further develop events and activities. However, this programme is reaching capacity: Over 1000 school pupils from Key stages 1-5 have participated in our programme over the past 3 years and we currently have 31 Junior Members who attend the regular 'Bookworms Club'. We also host regular Young Writers in Residence, Internships and work experience students. We also host regular Young Writers in Residence, Internships and work experience students. We thank Education Assistants Charlotte and Stephanie for their work in supporting the development of this programme.

In the past year we have held popular open days in conjunction with Heritage Open Days, World Book Day, RAMM 150th Birthday and, last weekend, the first Exeter Literary Festival and the Being Human Festival. The average footfall for these events is c250 people visiting per day

The Librarian noted that Bonham's have valued the collection of books and provided us with a detailed report. This has proved invaluable and these items have now been moved to a locked secure cupboard and the catalogue is being updated.

The volunteer team continue to do a marvellous job cross checking each book against the online catalogue and ensuring the order. I hope that the team will agree when I say that this process is giving all of us a clearer understanding of the collection and indeed every week something interesting is unearthed. It is a joy to see the early collection as one run in the outer gallery. The nineteenth century periodicals are pretty much all now relocated to the inner library and one of the priorities for next year is to showcase these titles.

More members are now using the online resources included in our subscription to The London Library and our recent subscription to Ancestry Online.

The care of the collection continues as more titles are rebound and thanks to all members who have already supported the Adopt A Book Scheme. A further demonstration of the binding techniques will be given on January 30th next year but as an evening event.

We have hosted many group visits in the past year including tours for the Bishop, the Mayor and the Dean. Tours for local history groups including the National Trust and the Red Coat guides. Our Wednesday tours continue to be popular and we thank Lindsay, Yvonne, John, Sandra, Peter and Susie - ably assisted by Rusty and the Library team - for offering wonderful tours each week.

We are going to offer specialist training from the Whole Story in the New Year so if you would like to become a tour guide do let Emma know.

Saturday snippets continue and have opened up the collection thanks to the expertise and enthusiasm of our members. More snippets are planned and speakers needed. If you have an interest in any aspect of the collection and wish to share it please let me know.

Clare Maudling, who was appointed primarily to increase our footfall on Saturdays, will be working on a range of activities and events for Saturdays next year. We would like to find out what our members would like to see on Saturdays so please let us know or put a comment in our suggestions box

The evening reading group has been running for twelve months and more members are always welcome. A Shared Reading Group is being planned which will give members an opportunity to listen to short stories and poems each week. The group will be informal and

the plan is for it to be a relaxing moment to enjoy the readings and get to know each other.

The main focus going forward will be to secure funding for an online illustrations catalogue. Our hope is to have the collection of illustrations, postcards and photographs digitized and searchable. Much preparatory work is already being undertaken and thanks to the Conservation Team at the Devon Heritage Centre who have supported the two volunteers from the DEI who have been cleaning and encapsulating the images.

9. Election of Trustees

There were six trustee vacancies and four nominations had been received for these posts from Robert Guyver, Geoff Roberts, Lindsay Roderick and Richard Templeton.

As the number of vacancies exceeded the number of nominations these were declared elected unopposed.

10. Any Other Business

Ian Watt said that thanks having been expressed for the work done by staff and trustees, it should also be recorded that the Board of Trustees did a tremendous amount of work, and this was often unseen by members

SIGNED:

DATE:

Apologies

Mrs A. Stuart, Geoff Roberts, Penny Holland, Christopher Gardner, Christopher Stirling, Gail Dixon-Smith, Ian Hipkin, Anne Mayes, Richard Fox, M. Savage, Trevor Jones, Roma Patten, Helen Sims, Jenny Dawson, John Salvatore, Bill Leedham, Peter Cleasby, Paul Martin, Ian Hawker, William Zarrett, Simon Timms

Attendees

Paul Auchterlonie, Marcia Babington, Michele Berry, Janice Bhanji, Sadrudin Bhanji, R.A. Bolton, Sandra Bond, Margaret Boynes, Jenny Brotherton, Peter Brotherton, Hilary Browne, Jacqueline Bryon, Alan Carbert, Katharine Chant, Peter Clark, Fern Clarke, Geoffrey Clarke, Veronica Clarke, Wendy Collins, Shane Cormie, Alison Edwards, Jane Evans, Henry French, Geoffrey Gardner, David Golding, Michael Gray, Robert Guyver, Cynthia Henson, Derek Hewertson, R Higham, Simon James, John E Jones, David Kernick, Derek Knight, Margaret Knight, Jeremy Lawford, Paula Lawford, William Laws, Brian Le Messurier, A Maltby, J Maltby, John Manley-Tucker, Kate Manley-Tucker, B Mann, Charmion Mann, P Marsden, Darren Marsh, Anthony Martin, Edward Maunder, Ruth McLeish, Brian Meaden, Valorie Mitchell, Holly Nichols, Julian Parlett, Vernon Patten, Jim Pilkington, David Potter, F E Potter, Pat Purchase, Clare Radstone, David Radstone, John Reeves, Anthony Rhodes, Brenda Rhodes, Alma Robbins, Lindsay Roderick, Keith Scott, James Semple, Sandra Semple, Saxon Spence, John Stirling, Sheila Stirling, Jack Stoneman, Patricia Swinburne, Richard Templeton, David Viccars, Paul Vincent, Ian Watt, Heloise West, K E West, Peter Wingfield-Digby, Janice Wood, Pamela Wootton, Robin Wootton, J Yonge

