

### Minutes of the Board of Trustees

Held in the Reading Room at 10:00 on 13<sup>th</sup> February 2019

Trustees present: Margaret Knight (MK), John Reeves (JR), Derek Knight (DK), Lindsay Roderick LR), Robert Guyver (RG), Henry French (HF), Richard Templeton (RT), Christopher Chanter (CC), Geoff Roberts (GR), Katharine Chant (KC)

Staff present: Anne Howard (AH)

In attendance: Ian Watt

1. **Apologies:** Sandra Bond (SB)
2. **Conflicts of Interest:** None recorded
3. **Minutes of the last meeting of 16<sup>th</sup> January 2019**  
JR said that Shane Cormie rather than KC had been appointed a member of the Buildings focus group. With this amendment the minutes were agreed.
4. **Matters arising**  
JR stated that he will mention the burglary to the insurance broker when the building insurance policy is due for renewal. He also confirmed that he will review the Hon. Treasurer's job description.
5. **Chair's report: MK**  
MK confirmed that the date of the AGM will be 24<sup>th</sup> October 2019 at 1430, at the Guildhall. JR confirmed that the auditors will be content with that timescale. With regard to the current vacancies applications have been received and sifting is taking place currently.
6. **Hon Treasurer's Report: JR**  
JR reported that there is currently around £20,000 in the current account and the net operating income shows a surplus of around £11,000. Due to stock market volatility around £12,000, which is around 5%, of the value has been lost off reserve funds.

The new current account with the Co-operative Bank has been opened. WebCollect details will be changed from 1<sup>st</sup> March so that subscriptions and payments from that date will go into the new account. Cheque Book and charge cards for AH and Mary Noon are awaited.

It was agreed that the 'Pilgrim Trust' line in the net operating income section of the budget should be removed, as this potential income will not be received in this financial year.

#### Membership

As of 30<sup>th</sup> January, membership stands at 764, and there is a steady stream of new members. DK mentioned an event held at the DEI the previous evening by the Royal Society of Biology which had already generated interest from potential new members.

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

DK reported that new security lighting has been installed in the passage between the DEI and the Canon Precentor's house. The alarm system has also been updated and improved.

It was agreed that the next meeting of the Board of Trustees will be held on 17<sup>th</sup> April rather than 10<sup>th</sup> April.

The following policy documents, having been revised, were approved by the Board:

Access  
Education  
Equality & Diversity  
Volunteer Policy

**8. Partnership and Programme Manager's report: ED**

ED had tabled a written report which the Board noted.

KC said that the HLF had recently completed a major strategic review, which could impact on future bids for funding.

DK noted the healthy engagement with the DEI's social media accounts.

**9. Librarian's report: AH**

AH reported on recent developments.

It was agreed that an appeal to members should be made for funds to rebinding the 1915 and 1916 volumes of the Western Times.

As there are no members currently offering to present Saturday Snippets it was agreed that other Saturday event would fill this gap for the time being.

The DEI has purchased maps to fill in gaps in the collection from the South West Heritage Trust. KC stated that it was customary for heritage charities to offer duplicate stock to similar bodies free of charge. It was agreed that MK would investigate this with the SWHT.

**10. Health & Safety: AH**

Nothing to report.

**11. Standing Committee reports and recommendations**

There have been no standing committee meetings since the last Board meeting.

**12 Any other business**

There was no other business.

The meeting closed at 1100. It was followed by a presentation from TownsWeb concerning the possible digitisation of some of the DEI's prints.

**Date of next meeting:** Wednesday 13<sup>th</sup> March 2019 at 10:00