

Minutes of the Board of Trustees Annual Meeting

Held in the Reading Room at 14:00 on 25th October 2019

Trustees present: Margaret Knight (MK), John Reeves (JR), Derek Knight (DK), Richard Templeton (RT), Sandra Bond (SB), Geoff Roberts (GR), Lindsay Roderick (LR), Shane Cormie (SC)

In attendance: Ian Watt, clerk (IW)

1. **Apologies:** Katharine Chant (KC), Henry French (HF), Christopher Chanter (CC), Katherine Chant (KC), Robert Guyver (RG)
2. **Conflicts of Interest:** None recorded
3. **Election of Chair**
IW asked for nominations for the post of Chair of the Board of Trustees. Margaret Knight was proposed by JR, seconded by LR. There being no other nominations she was declared elected.
4. **Election of other Postholders**
MK asked for nominations for the post of Honorary Secretary. DK was proposed by SB, seconded by GR. There being no other nominations he was declared elected.

MK asked for nominations for the post of Honorary Treasurer. JR was proposed by DK, seconded by LR. There being no other nominations he was declared elected.

MK explained that Jeremy Lawford and Claire Radstone continued to act as joint membership secretaries, and that SC would lead with marketing matters.

The creation of Health & Safety and other trustee portfolio roles was discussed without any resolution.
5. **Minutes of the Annual Meeting of 27th November 2018**
The minutes of the previous annual meeting were agreed and there were no matters arising.
6. **Terms of Reference for Standing Committees**
TOR for each committee are to be reviewed at their next meeting.
7. **Appointment of Members of Standing Committees.**
No changes to current trustee membership other than:
 - GR was appointed to the FHR & M Committee.
 - The Hon Secretary should attend P & P Committee meetings to keep abreast of the NLHF project development
8. **Review of Policies & Procedures**
It was agreed that the current recruitment and library stock and policies will be reviewed by the relevant committees and other policies as the need arises
9. **Annual review of Standing Orders**
No revisions are required

10. Board Meeting Arrangement

It was provisionally agreed that the Board would meet six-weekly on the following dates and times and subject to agreement at the November Board meeting:

Wednesdays at 10:00

22 January	15 April	8 July	30 September
4 March	27 May	19 August	11 November

11. Resolution for approval

On the proposal of MK, seconded by JR, it was agreed that the trustees reaffirmed their approval made at the board meeting on 18th April 2019 to support the findings of the consultation process for the NLHF project and further approved that the proposals put forward in the Round 1 bidding document be submitted to the National Lottery Heritage Fund.

12. AOB

There was no other business.

The meeting concluded at 14:45.