

Minutes of the Board of Trustees Meeting

Wednesday 8 July 2020: at 12:00. Due to the COVID-19 restrictions, this meeting was held by Zoom

Trustees participating - Margaret Knight (MK), Derek Knight (DK), Henry French (HF), Geoff Roberts (GR), Sandra Bond (SB), Shane Cormie (SC), John Reeves (JR), Richard Templeton (RT)

Apologies: Robert Guyver; Christopher Chanter (CC) was unable to connect to zoom

Staff participating - Emma Dunn (ED), Emma Laws (EL)

Pt 1 Meeting: There were no items for a Pt 1 discussion

Pt 2 Meeting

1. **Minutes of the last meeting on 27 May 2020** - were agreed with the following amendment: Item 4 (Current Budget Review) should read "Subscription income for the year is currently £52000 against a budget target of £68,900..."
2. **Matters arising**
ED has signed final documents for the release of the £25k NHLF emergency funding which should be received shortly. NLHF invited fund applications from existing recipients of grants to facilitate re-opening and adapting new programmes. ED has applied for a further £10k **ED**

PastView is now up and running. ED and Carol A have shortlisted two scanners for purchase and are researching reviews and personal recommendations. A leasing option has been discounted as not providing value for money. The more expensive scanner will enable maps to be digitised. It was agreed to leave a final decision to a staff meeting plus MK & JR next week

RT queried whether the webpage picture of Cathedral Close had been modified to show the DEI. ED confirmed that the DEI was visible on the webpage but some user devices did not show the whole image. EL will review which images are shown now that more of our collection has been digitised. Any changes to the webpage will be made by Tom Chant **EL**
3. **Directors' report:**
The minutes of the Project Steering Group for 10 June were noted without comment

Recovery Planning: Noted that the DEI will start a phased re-opening on Tuesday 14 July with restrictions following national and sector guidance. There has been a 25% response to date to the membership survey.
4. **Hon. Treasurer's report: JR**
Membership report: total membership at the end of June stood approx. 8% lower than this time last year. Agreed that we still cannot offer any reduction in membership fees to compensate for the period of DEI closure but this will continue to be kept under review. The Membership Secretaries have the authority to make individual adjustments in cases of hardship.

Budget report: some budget headings on the June report had been changed in line with budget changes for 2020/21 and these need to be amended. JR has initiated contact with

Griffin Accountants for the examination of accounts and the report will be presented at the September Board meeting. JR is in discussion with Griffin to determine if the NHLF project grant will be shown in the 2019/20 accounts. JR noted that membership income for 2019/20 is projected to be approx. £59,000. After discounting the £3,000 budget target for Life Membership, this equates to an approx. 10% drop in membership income

JR

The surplus of income over expenditure for 2019/20 is likely to be approx. £3000. Only £7000 of the £10,000 government pandemic grant is expected to be spent and the £3000 balance of this grant will be carried forward to the new financial year

Project funding: the first NLHF drawdown is expected in July and current cash reserves are lower than expected as there has been project related expenditure between April and June. The £25,000 emergency NLHF grant has not yet been received and this will show in the 2020/21 accounts.

Bank balances: Coop 1 stands at £16,000 but further payments for tax and the purchase of the scanner are expected soon. Coop 2 stands at £34,000 and the Savings account at £3000. JR has requested a statement of the Reserve Fund from the CCLA.

JR proposed that there should be no change in the valuation of assets presented in the Statement of Accounts and this was unanimously agreed

RT requested that there should be a regular reconciliation between the bank statements and the cashbook. It was agreed that JR will report this at the quarterly FHR&M meetings. JR confirmed that a cash flow report template was now available and this report will be also be presented at the FHR&M meetings

JR

5. Leadership Team report

The acquisition of a 'No Card Present' facility has not yet been achieved. Applications to use the Square machine are underway and Ceri is taking this forward. If present difficulties cannot be overcome, it was agreed that we should ask Griffin Accountants for their advice and guidance.

Redecoration of the gents' lavatory, the Courtenay Room corridor and the exterior kitchen windows is being carried out this week.

EL noted that she has posted a video of the DEI fundraising scheme on the website and on social media

The latest edition of the Newsletter will be distributed soon

The meeting ended at 12.30

Date of next meeting: Wednesday 19 August – possibly at the DEI – to be agreed