

Minutes of the Board of Trustees Meeting

Held in the Reading Room at 10.00 on 4 March 2020

Trustees present: Margaret Knight (MK), Derek Knight (DK), Robert Guyver (RG), Henry French (HF), Geoff Roberts (GR), Sandra Bond (SB), Shane Cormie (SC), John Reeves (JR), Christopher Chanter

Apologies: Richard Templeton

Staff present: Emma Dunn (ED), Emma Laws (EL) for Pt 2 meeting

Pt 1 Meeting – Trustees only

1. **Conflicts of Interest:** None reported
2. **Minutes of the meeting on 22 January 2020** - were agreed with no matters arising
3. **Staffing and Governance review.** The resolution to approve the implementation of the final revisions to the staffing and governance review and to proceed with appointment to staff posts was proposed by GR, seconded by SC and approved unanimously.

Pt 2 Meeting - ED & EL joined the meeting at 10.15

4. **Minutes of the last meeting on 22 January 2020** - were agreed
5. **Matters arising**

Item 7: JR confirmed that budget heads will be adjusted at the next FHR&M meeting; JR will confer with Lee Bingham on how the £30k c/f will be shown in the annual accounts; Lee Bingham will create a list of donors to facilitate Gift Aid claims; Katharine Chant has not yet been removed as a cheque signatory

GR requested that the following tribute to Katharine Chant's contribution as a trustee, previously recorded in the January Pt 1 minutes, be reflected in the minutes of this meeting. *MK acknowledged the invaluable contribution that she had made to the NLHF application process, thanked her for her work as a trustee over many years and confirmed that Katharine would continue to contribute to the P&P committee as a co-opted member*

6. **Partnerships and Programme Manager's report: ED**
Scoping document: ED presented her initial review of the cottage premises which outlined its historical significance and identified the next steps in future potential use. ED emphasised that trustees are externally accountable for any alterations and changes in relation to the listing of the building and that Historic England's directive is to 'restore as found' i.e. all alterations are regarded as equal worth. An historic building assessment is required before a decision on usage or development options can be considered and it is recommended that this is recorded as a precise digital plan which can be updated over time. The cost for this assessment has been built into the NLHF bid.

JR noted that our insurers had been informed that the cottage was now unoccupied. DK noted that unsafe carpets and other items had been removed and the separate intruder alarms in the cottage and the DEI were being linked. An electrical safety inspection had been carried out.

It was agreed that ED will check whether listed building consent is required to change the
Minutes 20.03.04

ED

use of the cottage. JR confirmed that this approval is not required before requesting a change from domestic to business rating and DK will action this with the Valuation Office

DK

NLHF recap paper: ED re-iterated the scope and terms of the NLHF application, emphasising that funds can only be spent on approved purposes. A communication programme has been developed to inform trustees, staff, volunteers, members and partners of the NLHF result in a timely manner and the 18 March was provisionally set for a Trustee briefing.

Programme report: ED highlighted that the education programme featured over 100 events in the last year and our social media presence continues to grow. A new painting exhibition (in partnership with the UoE) will be on show from April to July. JR requested that the three aerial photographs of Exeter in the Courtenay Room corridor be relocated at this time as they were popular with tour visits.

6. **Librarian's report: EL**

The Expectations Form has been revised and now includes conditions for photographing DEI collection material for personal use only. The New York Times has been added to stock. Discrete security measures will be added to accessible shelves in the Outer Library.

ED and EL have submitted a proposal to present a paper at the ILA conference to be held in Leeds this year

A proposal to purchase an A2 scanner using the the residue of the digitisation grant was approved. This will enable future in-house digitisation of the collection

7. **Leadership Team: MK**

The Terms of Reference for the Leadership Team were approved. MK noted that a Leadership Team report will be made at future Board meetings.

Courtenay Room update: The Board discussed the recent changes to cleaning and catering routines. It was noted that the standard of cleanliness had significantly improved but that no replacement lunch service had been sourced. Three external suppliers had been approached to supply hot lunches but all had turned this down as not being economically viable. Monthly heritage themed lunches, bookable on WebCollect, will start this Easter and it is hoped that similar events will be organised using the garden facilities. CC expressed concern that we will lose members if there is no daily lunch provision. CC agreed to seek out further individuals or businesses who would be interested in taking up this opportunity and refer them to the Leadership Team to discuss their proposals. The Board re-affirmed that they did not want to promote the DEI as an evening dining experience as part of any future catering agreement.

CC

The proposal to dissolve the Housekeeping and Building Committee and devolve its responsibilities to staff was proposed by GR, seconded by SB and approved unanimously

8. **Hon Treasurer's Report: JR**

JR reported that several large grants had been mis-posted to Room Bookings income but that the net operating income still shows a slight surplus over expenditure

Membership: JR noted that an additional £3000 in membership income had been received over that shown in the budget report and that membership income was broadly on track to reach this year's target.

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

DK reported that the side passage and garden had been thoroughly cleaned by a gardening contractor and a regular maintenance contract will be set up in future

COVID -19: It was agreed that posters displaying handwashing advice should be displayed

and that hand sanitiser be placed throughout the DEI. ED/ EL will check with local heritage partners/ ILA/ University to discuss further protocols if the situation worsens

**ED/
EL**

10. Communications Action Points

ED noted that new feedback/ comment cards will be on display and comments received will be reviewed at weekly team meetings

It was agreed that everyone entering/ leaving the building needs to sign the register in the foyer and a reminder should be placed in the next newsletter.

It was agreed that all DEI premises, including the side passage and garden are designated as non-smoking areas

11. Any other business: None. The meeting closed at 12.15

Date of next meeting: Wednesday 15 April at 10:00.