

Diseworth Heritage Centre

AGM minutes

Wednesday August 19th 2020 (9.30am)

Present	Nikki Hening, Martin Hening, Geoff Smith, Cathy Phillips, Peter Miller, Pat Guy, Kath Taylor
Apologies	Tony Griffin, David Cherry, Liz Jarrom, Kevin Walker
Chairperson's report CP	See separate copy
Finance Report PM	See separate copy Thanks given to PM for his diligent work. Report accepted. Proposed acceptance CP, seconded KT.
Management Report NH	<ul style="list-style-type: none">● Emergency Heritage Fund Successful bid for a grant of £28,300 achieved by NH. This grant must be used by the end of 2020.
Matters Arising	<p>Previous minutes accepted by current board? Proposed CP seconded GS</p> <p>Willingness of committee members, trustees and volunteers to continue with their involvement? Cathy Phillips (chair and trustee) Yes Peter Miller (accounts) Yes Martin Hening (trustee) standing down. Thanks given for an outstanding commitment to the community of Diseworth and the development of the Heritage Centre. Nikki Hening (management issues) relinquishing management issues but remaining as a volunteer committee member Geoff Smith (trustee) Yes Kath Taylor (trustee, secretary) Yes Pat Guy (archivist/family history/museum exhibits) Yes Tony Griffin (advisory capacity) pending David Cherry pending Ron Taylor (groundsman) Yes Ann Gibson (IT and Modes Accession support) pending Tom Miller (IT support) Yes Kevin Walker pending Keith Murphy (genealogist) pending</p> <p>More trustees needed, currently 3 more needed. Thanks given to Geoff Smith for his commitment to the Heritage Centre and for</p>

remaining as a trustee until a replacement can be found.
KT to advertise in the Dialogue for Heritage Centre support specifically for trustees

	CP to use Facebook to encourage an interest in becoming a trustee of the Heritage Centre.
Current Matters and Maintenance	<ul style="list-style-type: none"> ● Has emergency kit been replenished and amended? CP Yes but the list needs updating. Road side air vents need special covers which comply with safety issues. ● Boundary wall issue. To be dealt with at a later date. CP ● Mr and Mrs Bunyan have been approached, asking them to prune the tree which has branches overhanging the roof of the Centre. KT They will contact KT on return from their holiday. ● Forward plan for 2020/21, plus succession planning, short and long term. Needs further discussion ● The brook's wire mesh holding the sides from eroding and being washed away is coming away and needs attention. Discussion needed with Environmental Agency. This could be linked with further talks concerning flooding and Severn Trent. On-going work. NH ● Updates on the floor CP ● <u>Electrics.</u> When flooring issues are discussed with an electrician, the internal wiring will need checking and acknowledged in the policy, plus an earth test needed.
Current Management	<ul style="list-style-type: none"> ● Banish the Backlog PG ● Collections policy to be updated with advice concerning storage. PG ● A point for the future, perhaps a separate trustees only meeting, to discuss--- "Are policies in place to enable us to operate effectively, promote good governance and explain how we meet our legal responsibilities?" --to be arranged. CP. KT ● In readiness for accreditation there needs a visit to the Documentation Plan, checking areas for improvement and policies. NH, PG, CP
AOB	<ul style="list-style-type: none"> ● Thanks to Pat for her donation of £250 KT ● 'Hello Heritage' -thanks to Pat and Jeffrey Guy. KT ● Maximum spend before three quotes needed? decision ● Laptops – how many? Tom to order ● Storage cabinet for laptops? (Staples £798) ● Thanks to Tom for deregistering old computers

	<ul style="list-style-type: none"> ● Thanks to Nikki for her success with securing the Heritage Emergency Fund ● Thanks to Cathy for her comprehensive flood booklet ● Thanks to Jeffrey Guy for supporting Kath when we were trying to dry our the Centre ● Thanks to Will Jarrom, Kath and Ron Taylor for the work done to clear the main hall floor, and to all who turned out to rescue what could be moved to minimise any potential damage.
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Date of next meeting	