

## Bexhill Heritage Trustees. Minutes for the meeting held on Tuesday 5<sup>th</sup> March 2019

**In attendance:** Raymond Konyn, Steve Johnson, Emily Leach, Alexis Markwick

### 1. Apologies

None received.

### 2. Draft minutes for the October and December meetings.

These were approved.

### 3. Matters arising from the December meeting.

- RK pointed out that he had not been sending a reminder letter to lapsed members as this would have been an addition to the two reminders already sent through the existing membership record system.

### 4. Review of the charity's constitution.

The trustees felt that the charity's constitution remained fit for purpose. It was agreed to give the opportunity for members to suggest amendments to the constitution at the AGM.

### 5. Review of the charity's organisational chart

The trustees felt that the organisational chart was fit for purpose and agreed that it would be used as a framework for constructing the committee at the AGM with an amendment to replace the term 'planning officer' with 'planning consultant'.

### 6. Preparation for the AGM

It was agreed that RK would ask both David Beales and Simon Allen whether they wished to be nominated as trustees. It was further agreed that it would be beneficial for the charity to recruit some non-executive trustees with conservation / heritage interest and experience. Such trustees would not be members of the committee and it was thought that they may be able to take a fully objective view when contributing to discussions about overall strategy and when evaluating the charity's effectiveness. Trustees would seek to identify possible non-executive 'targets' during the year and would approach Rother Voluntary Action for support in their search for appropriate candidates. Trustees discussed the agenda for the AGM.

It was further agreed that:

- RK would approach a member with administrative experience who had expressed an interest in joining the committee.
- SJ would produce a draft agenda for the AGM
- Simon Allen be asked to open the meeting with a short presentation on the West Parade Clocktower.
- RK would give a chair's report on activities during the year.
- SJ would give a governance and finance report.
- SJ would give a presentation on the Community Asset Register and Civic Pride Award. Members would be able to make nominations for both the Register and the Award.

### 7. Report on membership renewal

AM reported that membership remained stable with 206 members at the time of the meeting. To date, twenty-four members had not renewed their membership. Some of these were people who had decided not to renew because their partner was also a member. Trustees felt that this level of non-renewal was easily within what should be considered an acceptable range and was far better than the assumptions underpinning the charity's financial plan.

RK asked whether there were barriers to membership. This was explored by trustees. AM stated that he followed up applicants who had experienced problems with on-line renewal. It was felt that it was not difficult to join the charity as long as potential members were advised of the different methods available to them.

### 8. Financial report

SJ tabled a financial report. Excluding the Bexhill 100 grant, it was anticipated that the charity would be in surplus by approximately £1500 at the end of the financial year. SJ would be reclaiming Gift Aid from HMRC during March and the government's refund would appear as income for the 2019/20 financial year.

At this point SJ declared an interest and left the meeting.

In his absence, trustees decided the purchase a new Bluetooth amplifier and speaker from SJ for the sum of £200.

**9. Dates of trustee meetings 2019/20**

It was agreed that meeting dates would be agreed after the AGM to fit in with the commitments of new trustees.

**10. AOB**

- Trustees viewed a sample of badges obtained at the request of the committee. SJ agreed to produce a short 'paper' for committee so they could decide how best to proceed at their next meeting.