

Board of Directors of the Trustee Company

Summary of Meeting held on 4 May 2023

The Board met on 4 May between 7.15pm and 9pm. The following Directors were in attendance: Professor Ian Gadd (Chair), Mr Michael Davis (Vice-Chair), Mr Stephen Bird, Mary Burton, Mrs Julie Cole, Mr David Hall, Dr Simon Hayhoe, Mr Joe Houlihan, Mr Rob Randall, Dr Joe Willson

The following is a summary of the Board's discussions, actions, and decisions; it is not necessarily presented in the precise order in which items were discussed and excludes confidential and commercially sensitive matters.

Tributes and obituaries

The Board noted the death of members Brian Hood, MBE, and Brian McElney, OBE.

Documents

The Chair reported that he had signed a Letter of Understanding with the Mary Shelley House of Frankenstein regarding member benefits.

Accessibility

Following a concern raised by a visitor regarding provisions for visitors with disabilities, Mike Twohig (Chair of Premises) will prepare a summary of BRLSI's accessibility facilities.

Property Management

Minutes of the separate meeting with CSquared in April were circulated. The Chair noted that CSquared would provide an annual report to Directors every September.

World Heritage Lecture Series

The Board noted the success of the recent World Heritage lecture series, which included a more innovative approach to talks in terms of start times and format.

Directors' Soapbox

Director David Hall suggested that members could be encouraged to indicate areas of interest and that more focused information could be shared with them about forthcoming talks and activities. It was agreed that this would be explored.

Health and Safety

Director Stephen Bird has agreed to be the Health and Safety representative on the Board.

Appointing Bodies

Only three appointing bodies are explicitly named in the Articles of Association: the council and the two universities; the remaining Appointed Directors can be appointed by organisations agreed by the Director. Currently, the Board include Directors appointed by SW Federation and Bath Preservation Trust. As David Hall will be coming to the end of his term as Appointed Director, the Board agreed to seek a new appointee from Bath Preservation Trust. There was also discussion about other potential appointing bodies but no conclusions were reached.

Risk Register

Following meetings of the Chair, Joe Willson, Joe Houlihan, and David Haywood, a draft Risk Register was presented for initial review. A group of Directors will hold a separate meeting to review the Risk Register fully.

Staffing

The Staff Subcommittee has been reconstituted, with Julie Cole as Chair.

Finances

Joe Willson, Chair of the Finance Subcommittee, updated the Board on the audit.

Membership

In response to a request for ethnic and age data from our members, a preliminary overview was presented. The Board formally approved a list of new members. Membership stands at 747 as of 22 April. The Chief Executive of BANES has accepted the offer of complimentary membership.

Management Committees minutes

The minutes of recent meetings of the Management Committee and Finance Subcommittee were received.

Policies

Policies about Safeguarding, Fraud and Anti-Bribery, and Home Working and Lone Working were approved.

Strategy, Planning, and Operations

The Board noted the ongoing challenges in recruiting new chairs of the Management Committee and the Finance Subcommittee. The Board also reviewed the current structure of the BRLSI and considered ways in which the operational effectiveness might be improved. Work continues on the Heritage Lottery Fund bid.

Bicentenary

Director David Hall updated the Board about bicentenary planning.

The Board's next scheduled meeting is 6 July.