

Minutes of the Trust Council held on Monday March 21st 2022 at 11:00am by electronic means

1. Welcome and Apologies

Attendees: Chris Sims, Chris Bolt, Terry Mundy, Rob Dean, Rob Dunton, David Copley, Graham Snook, Zaira Puddephatt, Mike Bailey, David Fearn, Tim Pyatt

In attendance: Chris Churchouse

Apologies: None

2. Minutes of the last meeting held on 24th January 2022

These were agreed and will be published on the website.

3. Health and safety

3 minor incidents involving cut hands using tools at Crofton, 1 trip to the hospital for a tetanus jab.

4. Finance and governance

4.1 Finance and Governance Report – Trust council noted the current financial position. Tim Pyatt will assist with preparation of an update to the Volunteer Handbook.

4.2 2021 Report and Accounts – Trust Council agreed the 2021 Annual Report and Accounts and agreed that the Chairman should sign these on behalf of the Board.

4.3 Leases. The current position was noted.

4.4 Volunteer Expenses – Trust Council agreed the draft policy on travel expenses. Tim Pyatt and Chris Churchouse and Graham Snook to discuss the policy for volunteers' food and drink.

4.5 Grant Request – Trust Council approved the grant request for new signage on Jubilee and for the provision of free Discovery Trips following agreed criteria by Bruce Branch.

4.6 Record retention policy – The draft record retention policy was discussed, David Fearn to apply changes and reissue.

5. 2022 Projects

5.1 Museum relocation feasibility study – David Tucker to perform the feasibility study

5.2 Aldermaston Wash House – Trust Council agreed to proceed with the Wash House conservation project subject to tenders being in line with estimates. The next check point will be when tenders have been received.

5.3 Devizes rewiring – rewiring and plastering is expected to be completed by the end of April.

5.4 Archive relocation – Chris Sims has visited the Wiltshire and Swindon History Centre and Terry Bracher and Heather Perry have visited our Archive in Caen Hill. The initial conversations were very promising.

6. Communications

6.1 Website replacement update – the current position was noted.

6.2 Spring Butty – The Spring Butty is about to go to the printers; an electronic draft was distributed to Trust Council members.

6.3 Proposed change to membership rules – Trust Council agreed in that if a member does not have an email address that by default the member will receive a paper copy of the Butty. Chris Bolt and David Copley will draft revisions to the current Rules.

7. 2022 Priorities

7.1 Approximately 15 individuals have applied to the advert on LinkedIn for a Fundraising Trustee.

7.2 The next Branch Chairs meeting is on April 21st.

8. Branch Reports were noted

8.1 Crofton – Trust Council approved the Safety Management System document

9. Dates for future Meetings

16th May

18th July

19th September

21st November

All meetings start 11:00.am via Zoom unless otherwise agreed.

10. Any Other Business

Graham Snook has resigned as chairman of the Crofton Branch.