

Chard and District Museum Society (Charity No 270186)
Annual General Meeting
Wednesday 25th November 2020 at 7pm
Virtual Platform using Zoom

Minutes

1. Welcome – Vince Lean

The Chair (VL) asked if everyone was comfortable with the meeting being recorded. The recording would be maintained on the Chard Museum Shared Drive and act as a detailed record of discussions. AGREED. VL stated that all Attachments would also be maintained on the Museum Shared Drive and individuals would present a summary during the AGM. In addition, and to maintain transparency all documents presented during this AGM are available on the [Chard Museum website](#).

2. Attendance

Howard Bailey, Gerrie Bews, Marguerita Bond, Betty Cloke, Roy Davies, Karen Evans, Sue Heward, Doug Hislop, Gwyneth and Shaun Jackson, Chris and Harry Jacobsen, Liz Johnson-Idan, Vince Lean, Tracey McDonald, Nigel Rice, Linda Vijeh, Georgina Vye, Sylvie Weston

2.1. Apologies and Postal Votes

Brian Beer, Greg Jordan, Joan Newcombe, Roy Prosser

2.2. Apologies

Sheila Brand, Martin Gresswell, Tim Morgan, Mike Nichols, Tony Prior, Angie Thurbon, Doreen Toms

3. Minutes of March 28th, 2019 AGM (Attachment 1)

Minutes of the 2019 AGM were presented and [unanimously AGREED](#).

4. Chair's Report 2019-2020 - Vince Lean (Attachment 2)

The Chairman (VL) presented his Annual Report and shared his perspective on the impact Covid-19 had had on the Museum. The Museum did open for a short period. However, it was been for Booked Visits only. This had allowed the Museum to manage the safety of Visitors and Stewards. This included (a) 5 hand sanitiser points around the Museum (b) a selection of PPE and (c) a one-way system. A number of our Stewards had decided not to 'volunteer' this year. Which was a sensible and understandable decision. VL said that many community Museums had not opened this year so Chard should be proud that we have given the local community one exit route for visits and in line with Government Guidelines.

VL reported on the work that was still ongoing as a result of an £8000 grant from the Architectural Heritage Fund (AHF). He suggested that people watch a discussion with Tim Burge, an external consultant explaining in more detail the work of 50 Years and Beyond. He also confirmed that the

Museum had received a Retail and Hospitality Grant from the Government (£25k). This was being used to plan and prepare for when the Museum was able to open 'normally'.

5. Treasurer's Report 2019 (VL)

Annual Accounts for 2019 were presented and [unanimously AGREED](#)

6. Charitable Incorporated Organisation (CIO) Working Group Report – Vince Lean

VL talked to the detailed paper provided as [Attachment 5](#). In summary the Working Group had worked with Vicky Dawson (an external consultant) to change the legal status with the Charity Commission. The existing Trust governance was out of date for modern business practice.

After discussion and clarification from Members they were asked to agree to:

Transfer the assets and liabilities of the Chard and District Museum Society (270186) to the Chard and District Museum (1190620) on 31st December 2020 and to authorise the current Trustees to take all steps and actions they deem necessary and appropriate affect the transfer. [Unanimously AGREED](#)

Then to dissolve the Chard and District Museum Society (270186) and to place it on the Charity Mergers Register once the final set of Accounts had been prepared and to authorise the current Trustees to take all steps and actions they deem necessary and appropriate to effect the dissolution. [Unanimously AGREED](#)

7. 50 Years and Beyond ([Video Link](#))

VL was leading the Museums development of its 50 Years and Beyond rejuvenation project. He reported that he was working with Tim Burge (Museum Consultant

8. Election of Officers

VL explained the legal process of the change of Museum status meant that in effect the two organisations were operating in parallel. It was recommended to

Agree to the following Trustees be re-elected to manage the closure of the of the Chard and District Museum Society (270186). Closure will occur immediately the 2020 Accounts have been completed and agreed (estimated March 2021) – Gwyneth Jackson, Shaun Jackson, Doreen Toms, Tracey MacDonald, Vince Lean, Nigel Rice and Howard Bailey. [Unanimously AGREED](#)

9. Sub-Group Reports – Howard Bailey

9.1. Communication and Marketing (Attachment 6)

A summary of the formal report was provided to Members. Trustees had during 2020 agreed to invest part(s) of the Retail and Hospitality Grant in the Museums IT infrastructure. With the exception of Facebook at the beginning of 2020 our use of IT was somewhat dated. Risks for the future included (a) crashed website meaning Visitor Could not find any information about the

Museum (b) Museum registrations being held on personal email accounts (c) no use of platforms such as Instagram, You Tube channel or digital engagement.

HB reported that a new website was launched on 01st June. This could not have happened without the support of so many of our colleagues, especially Gerrie, Gwyneth and Vince who provided copy, fact checked and supported proof reading. The feedback to date has been very positive. Members were reminded that a website is not a static platform. It needs to be regularly updated with changes and new material. Finally, a huge thanks to SMS Computers and Jacqui Yeoell who had provided support above and beyond. Additionally, we had launched a monthly e-Newsletter. The target was to produce 10 a year should resources allow.

9.2. Collections and Visitor Engagement (Attachment 7)

Gerrie Bews and Gwyneth Jackson provided a summary of the Groups work during lockdown. They highlighted that despite lockdown a lot of the archivists had continued to work on the Collections often from home. The group had been meeting on fortnightly basis and this had generated significant developments including (a) content for the website and newsletters (b) starting the process of updating Collections Policy and Procedures in preparation for implementing MODES (c) examining ways we can use digitalisation to expand our interactions with Visitors.

9.3. Volunteer(s)

Members asked about the number of volunteers who had returned to the Museum in 2020. Gerrie expressed concern that the Museum did not seem to be recruiting many volunteers and especially those of a younger age. The meeting concluded that in these difficult times it was challenging to recruit new volunteers especially given lockdown, self-isolating and the like. Trustees agreed that this was an area to focus on as times and information changes.

10. Any Other Business

10.1. Programme of Events 2021

Impacted by Covid-19 it was indicated that a programme of events would have to be planned in the future. It was impossible to second guess what was going to happen in the next months.

10.2. Museum Opening

Similar to Item 10.1. decisions will have to be taken much nearer to the traditional Opening date of the end of March. VL did inform Members that the Museum had formed a Re-Opening Working Group who make decisions as to best practice and dates. The group consists of Vince Lean, Georgina Vye, Harry Jacobsen, Nigel Rice, Howard Bailey

11. Date of Next AGM

A date for a future AGM will be determined early in 2021. However, Charity Commission guidance stipulates that it should be within 18-months of the formation of the CIO. Addendum, information from the Charity Commission indicates that due to existing climate they are allowing flexibility.