



# THE FAVERSHAM SOCIETY

FOUNDED 1962

## FLEUR DE LIS HERITAGE CENTRE

ESTABLISHED 1977

Company No. 7112241, Registered Charity No.1135262  
Address 10-13 Preston Street, Faversham, Kent ME13 8NS

**Trustees:** Harold Goodwin (Chair), Jonathan Carey, Andrew Holden, Sophie Kemsley, Brian Kelsey, Pat Reid, Anne Salmon, Laurie McMahon, Tim Stonor, Graham Warner, Janice West, Heather Wootton, Christopher Wright, Sir David Melville (Vice-Chair) and Katie Begg.

### Minutes of the meeting of the Board of Trustees held on Tuesday, 25<sup>th</sup> August 2020

Present: HG, KB, AS, AH, BK, HW, CW, DM (in the chair), LM

#### Part I

Agenda Item	Minutes	Actions
<b>Apologies</b>	<ul style="list-style-type: none"><li>PR, JC, SK, TS</li></ul>	
<b>Declarations of interest</b>	<ul style="list-style-type: none"><li>None</li></ul>	
<b>Minutes</b>	<ul style="list-style-type: none"><li>HG proposed, AH seconded.</li></ul>	
<b>Matters arising and AOB</b>	<ul style="list-style-type: none"><li><b>Letter to Jan West.</b> The letter has now been sent to JW thanking her for her service on the Board.</li><li><b>War Memorial:</b> Nothing has come back from this correspondence with Mike Cosgrove yet.</li></ul>	<ul style="list-style-type: none"><li></li></ul>

	<ul style="list-style-type: none"> <li>• Arthur's Bench: This bench outside the bog shed is beyond repair. JW has suggested that we replace the bench. The Board approved purchasing a small replacement bench.</li> </ul>	
<b>Committee Reports</b>	<p><b>Environment</b></p> <ul style="list-style-type: none"> <li>• Minutes of the Environment Committee were circulated.</li> <li>• HG suggested the Faversham Society formally register as consultees on Manston. The Board <b>approved</b>. CW does not believe that stacking arrangements will affect Faversham in a significant way, but there will be occasional stacking of eastbound flights. However, planes will be taking off to the West but it is still unclear whether Faversham will be affected by the flight path.</li> <li>• CW will develop a response on the traffic lights issues raised in the minutes.</li> </ul> <p><b>Museum</b></p> <ul style="list-style-type: none"> <li>• HW circulated a policy for access to premises and trialling this. The Board <b>approved</b> continuing with this plan. HW has been opening and closing for museum use. HW is on holiday in a couple of weeks and for that duration the curators' office will not be open.</li> </ul> <p><b>Planning Committee</b></p> <p><i>Planning for the Future</i></p> <ul style="list-style-type: none"> <li>• This is the Government's consultation on new national planning legislation.</li> <li>• KB raised that the wording of the first response in her view don't tell the Government much, and others commented on the need for new wording. AS and KB will work on the document – with KB sending comments etc to AS and working on a finalised document.</li> </ul> <p><i>Local Green Spaces</i></p>	<ul style="list-style-type: none"> <li>• KB to send comments on Government consultation submission to AS</li> </ul>

- The Board approved the list that AS has drawn up. HW suggested that she may have a new addition for the list. HW will send any information to AS if appropriate. AS will submit the list.
- Lots of groups have been asked for comment on this. AS will take responsibility for submitting the Society's position.

***Planning applications***

- Belles Forstal: The Board **approved** the Planning Committee's position
- Norman Road: The Board **approved** this position
- Land SE of the A299 slip road: This was going to be a lorry park that would have helped with the issue of lorries parking on the slip road. The application is now for a business park. The Board **approved** this position.
- Davington Priory pond: The Board **approved** the position of raising the need for an archaeological investigation of the site. PR submitted that FSARG could make an offer to do archaeological work for free. The Board agreed that PR should make this offer on behalf of FSARG. Roman Road: The position was **approved**.
- Toachim House: The Board **approved** the position.
- Jays Wood: This is outside the built-up area of Boughton and Dunkirk and would mean loss of trees. The Board **approved** this position.
- Stalisfield: The Board approved this position. HW suggested clarification of our objection is needed in the statement. AS agreed. The Board **approved** this position with the clarification.

**GPC**

- The membership report was **approved**. BK noted the decline was fairly steep and cause for concern. HG agreed.

	<ul style="list-style-type: none"> <li>• CW looked suggested looking at membership decline in other societies for comparison. HG suggested new member strategies should be put in place for after the AGM.</li> <li>• The issue of declining membership was also raised in the succession planning work group – as did volunteer numbers and LM raised the need for a strategy to address volunteer decline too.</li> <li>• <b>Autumn Festival letter:</b> AS raised that we need to be consistent in asking for those borrowing images to acknowledge copyright. The Board <b>agreed</b> that permission should be given with request for acknowledgement.</li> </ul> <p><b>Finance</b></p> <ul style="list-style-type: none"> <li>• BK presented the financial report to the Board. The bookshop continues to do well but other income streams have suffered significantly. Income has been supported by grants from Swale Borough Council. BK projects that the year end figures will be complex but may see the Society break even – but that the Society is in the fortunate position to have good reserves to try and weather the difficult period.</li> <li>• HG suggested that the figures point to a serious financial issue by the end of 2021, and that after the AGM we may need to look seriously at budgeting.</li> <li>• The Board <b>approved</b> the financial report.</li> </ul> <p><b>PEEP</b></p> <ul style="list-style-type: none"> <li>• Has not met</li> </ul>	
<p><b>Letter from Maria Newman</b></p>	<ul style="list-style-type: none"> <li>• KB explained the issue of lack of communication with COJ regarding the Board decision that COJ should no longer submit planning applications. AS suggested she has no issue with COJ submitting the applications.</li> <li>• It was proposed that the planning submissions are sent from the</li> </ul>	<ul style="list-style-type: none"> <li>• KB to email COJ</li> <li>• KB to submit proposals to address operational issues to next Board, after working with</li> </ul>

	<p>Faversham Society's office address. <b>The Board voted in favour of the Society's address being used.</b></p> <ul style="list-style-type: none"> <li>• The Board <b>voted in favour</b> of COJ continuing to submit the minutes with AS approving the final version. KB will email COJ.</li> <li>• KB raised that Maria's letter speaks to broader issues of line management for some volunteers within the Society, and that longer term and shorter-term solutions should be considered. Shorter term solutions could include reform of GPC, while longer term solutions could be a paid managerial role. KB will submit a paper with proposals for the next Board meeting.</li> </ul>	HG
<p><b>FS Activities</b></p>	<ul style="list-style-type: none"> <li>• HG presented a paper to the Board outlining the Society's activities and costs, and set it in the context of the financial challenges posed to the Society over the coming years.</li> <li>• HW raised that it's important to do the things that we are supposed to do as a Society – and we need to think about other add ons that it may not be appropriate to be doing.</li> <li>• KB raised that we also need to do the things we do more efficiently and using our space more efficiently. AH raised that he would like to push ahead with the space review to answer some of these questions.</li> <li>• AS raised that lay out alterations will need listed building consent.</li> <li>• HG raised that activities in the Society come and go depending on volunteers' specific interest.</li> </ul>	
<p><b>Succession Planning</b></p>	<ul style="list-style-type: none"> <li>• LM suggested the first meeting was very useful. Key issues are income, volunteers and membership – especially in the context of COVID.</li> <li>• Space review – it became clear that while this is a big piece of work, it must be a cost/benefit analysis and also show how it delivers on the Society's aims.</li> <li>• The role of the Chair, the secretary, and sub-committee chairs was discussed.</li> <li>• The need to broaden the membership on a demographic basis was</li> </ul>	<ul style="list-style-type: none"> <li>•</li> </ul>

	<p>discussed as well as attracting trustees with particular skill sets.</p> <ul style="list-style-type: none"> <li>• If Board members have further ideas they should be submitted to SK.</li> <li>• The Board thanked the group for their work so far.</li> </ul>	
<p><b>Policies</b></p> <p>Disciplinary Procedure Business Continuity Business Continuity V2 Emergency Plan Fleur Evacuation Lone Working Manual Handling Safeguarding Violence &amp; Aggression Storage and communication of policies</p>	<ul style="list-style-type: none"> <li>• DM suggested that we postpone the approval of the policies until after the AGM.</li> <li>• AH suggested that some of the policies are being honed and finalised and this would be appropriate.</li> <li>• The Board approved.</li> </ul>	
<p><b>Visitor Economy</b></p>	<ul style="list-style-type: none"> <li>• Swale has published a consultation on the Visitor Economy.</li> <li>• HG has drafted a paper and Board members should submit comments to HG by 2<sup>nd</sup> Sept.</li> <li>• The Board thanked HG for his work on the paper.</li> </ul>	
<p><b>AGM arrangements</b></p> <p>Approval of Annual Report and Financial statements Registering and Achieving a Quorum Chair's Talk</p>	<ul style="list-style-type: none"> <li>• Nominations close on 26<sup>th</sup> August. Candidates will be included in the next newsletter. There are two Board nominees – Matthew Hatchwell and Mike Henderson.</li> <li>• KB will work with HG on the proxies.</li> <li>• HG is concerned about being quorate – all Board members must register.</li> <li>• Zoom details will be sent a week before and a day before the</li> </ul>	

	<p>meeting.</p> <ul style="list-style-type: none"> <li>• The Chair's talk will focus on the Neighbourhood Plan</li> <li>• <b>CW proposed the financial statement. KB seconded. AH proposed the annual report, KB seconded. The Board approved the financial statement by unanimous vote. The Board approved the annual report by unanimous vote.</b></li> </ul>	
<b>Neighbourhood Plan</b>	<ul style="list-style-type: none"> <li>• Work is ongoing through the Neighbourhood Plan steering group, with a referendum expected in May. Work is progressing well.</li> </ul>	
<b>Future Meetings Lynn Newton 24<sup>th</sup> November</b>	<ul style="list-style-type: none"> <li>• HG asked permission to invite Lynn Newton to the Board meeting on 24<sup>th</sup> November. She provides the funding for the VIC. The Board <b>approved</b> inviting LN to Board.</li> </ul>	
<b>Officers Report</b>	<b>Chair's Report</b>	

**NOTES:**

Part II

Agenda Item	Minutes	Actions
Confidential matters		

**Next Meetings**

Date	Agenda
29 <sup>th</sup> September	Board of Trustees