



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, Matthew Hatchwell, Mike Henderson, Andrew Holden, Sophie Kemsley, Brian Kelsey, Anne Salmon, Laurie McMahon, Tim Stonor, Graham Warner, Heather Wootton, Christopher Wright, Sir David Melville (Vice-Chair) and Katie Begg.

Minutes of the meeting of the Board of Trustees held on Tuesday, 27th October 2020

Present: HG, KB, MHe, JC, AH, HW, DM, BK, SK, AS, MHa, CW, LM, TS

Part I

Agenda Item	Minutes	Actions
Apologies	<ul style="list-style-type: none">• TS will be late	
Declarations of interest	<ul style="list-style-type: none">• None• HG welcomed MHa to the Board of Trustees• The Board held a minute's silence to mark the passing of Jean Duchenne and Hugh Perks.• Jean Duchenne's family have asked for donations to the Society rather than flowers at the funeral.• HG will organise obituaries for the newsletter.	

Minutes	<ul style="list-style-type: none"> The minutes were proposed by JC, and seconded by CW. 	
Matters arising	<ul style="list-style-type: none"> a. Zoom talks: The first if these will be advertised in the June Newsletter b. Geoff Sandiford: HG has told GS that we will not expect donation until costs of the CDs are met. c. Lynn Newton 24th Nov: HG reminded the Board that she is a senior officer at Swale and responsible for the Society's grant. HG suggested she will have the first half hour to speak before answering questions. MHe raised that the VIC received substantially more grant money when it just covered Faversham. However, HG raised that we are in difficult times and the grant money could be considered generous. AS supported this view. MHa raised that it is a good opportunity to discuss AONB in Faversham. d. John Whyman bequest: HG continues to progress with this. e. Stone Chapel: English Heritage has asked whether we are happy to maintain the Stone Chapel for free. HG believes we should not take responsibility on contractually without a fee. The Board agreed. f. Oyster Bay House: DM raised that the changes minuted to the Society's position were not included in the submission. DM raised that this is an issue that needs solving. HG raised that the Board would return to this during the Planning Committee section in the agenda. 	
Committee Reports	<p>Environment</p> <ul style="list-style-type: none"> Has not met Rewilding Faversham: MHa thanked the Society for electing him as a Board member and sees his membership of the Board as a good opportunity to promote Faversham's natural environment. MHa explained his work to increase awareness and education of Faversham's natural environment, and introduced ideas on this. MHa also explained that promotion of the natural environment includes influencing planning decisions to ensure it is protected. A third area of 	<ul style="list-style-type: none"> HG to write to Swale re. observatory KB to progress with letter to lapsed members

	<p>priority is building a strong constituency of those within the town and further who have strong knowledge of the natural environment, as well as other organisations with a shared interest. MHa also raised how important it is that ideas translate on the ground and practical initiatives are introduced. MHa also raised that the Neighbourhood Plan is an opportunity to define a vision of what we want to see for the future in terms of our natural heritage.</p> <ul style="list-style-type: none">• MHe raised the plans for planting trees in Faversham, and that over 1000 trees will be planted. Several hundred will be planted at Oare Gunpowder Works. The Town Council is looking to work with local organisations and individuals, and it is an opportunity to engage.• BK expressed how pleased he is that the tree planting plans are being implemented. <p>Museum</p> <ul style="list-style-type: none">• Has not met <p>Planning Committee</p> <ul style="list-style-type: none">• The minutes were discussed online, and comments submitted to AS.• HG raised the issue with the incorrect submission regarding the observatory at Oyster Bay House. MHe raised that this issue is particularly important as the officers and members are at odds, and our view may carry more weight than usual.• DM asked what the process was and why it went wrong. DM asked how Board decisions are passed to COJ.• LM suggested this was a break down in governance, or a failure of an individual volunteer, and how do we resolve the issue.• AS raised that the process is that AS will change the paper into minutes, and send on to COJ, and COJ submits.	
--	---	--

- | | | |
|--|--|--|
| | <ul style="list-style-type: none">• JC asked how COJ came to take on this role. AS explained that COJ offered to do this job for Janet Turner.• HG will write to all planning officers and the Planning Committee at Swale to express the Faversham Society's strong support for the observatory application.• LM expressed we need to resolve the issue of errors in our comments.• MHe explained there is still opportunity to influence this decision.• DM made a proposal that the Chair of the Planning Committee to make submissions to Swale in future.• CW asked that AS came back with a proposal for the next Board as to how the process will work in order to avoid this issue in future.• <u>MINUTES</u>• The minutes were approved with amendments detailed below.• The Board voted to remove any reference to the observatory from the minutes as the Chair will write to the Planning Committee and Officers at Swale• In terms of the minutes of the Planning Committee minutes, MHe raised that there are two items that need changing• 12 Market Place: MHe believes it would be absurd to object to a flagpole, and this should be changed to no comment.• Phase 2a Faversham Lakes: MHe proposed that the last three lines of that comment be struck out. AS replied that she would amend this section anyway, as it is out of date. | |
|--|--|--|

	<p>PEEP</p> <ul style="list-style-type: none"> • Has not met <p>GPC</p> <ul style="list-style-type: none"> • Has not met • The membership report was approved • HG raised that the membership is still in decline. We have now lost 62 members in 9 months. • BK raised that more new members have joined in the past three years than left of their own accord, and that the decline is over the months during which the Fleur is closed, and that many members join in the VIC itself. • Discussion was held about writing to lapsed members to invite them to rejoin the Society etc. AH clarified the GDPR position in that it allows us to contact these members. KB agreed to progress this now so that letters can be sent in November. • Gift membership is going to be a possibility and we should look at how this can be marketed. • HW raised the membership benefits. KB explained she will update this for MN in the process of drafting the town wide leaflet. 	
Opening of the Fleur	<ul style="list-style-type: none"> • KB has requested an all volunteer email be sent setting out the new opening hours policy for the Fleur site. 	
Buildings Surveying and Alarm	<ul style="list-style-type: none"> • The lock on the front door of the Fleur failed – due to fair wear and tear. It is only a three lever lock, and JC is arranging for a five lever lock to be installed. JC is also getting the rear locks checked 	
Finances	<ul style="list-style-type: none"> • BK reported on the finances. The document presented was the third quarter management accounts. • All income streams have decreased aside from the bookshop, whereas most overheads have stayed the same. • Swale gave two grants which have saved the Society from severe deficit. 	

	<ul style="list-style-type: none"> • The situation is complicated. The finances look good, but the grants conceal a significant issue. Should the COVID situation continue, then our reserves would disappear within the next ten years. • The programme of refurbishing the Fleur is causing exceptional expenditure which we thought we had provided for. £46k has been spent already from the designated fund. This impairs our financial situation. • We therefore have to keep a strong eye on the current and ten year situations. • The Finance Committee will meet more often next year. • BK asked for Board approval of the accounts. The Board approved unanimously • BK asked for approval for use of the restricted funds associated with No.12 and the Museum funds. The Board approved unanimously. • HW raised that when the museum opens funds may be required. However, she raised no problem with the transfer of funds. • JC raised that all of the building works that are ongoing are essential. 	
<p>Board Standing Committee</p>	<ul style="list-style-type: none"> • DM presented his paper proposing a small standing committee to which issues can be delegated for decision. • The purpose is to allow the Board to be more strategic. • The proposal is that the way the Board operates is changed and the Convenor of the Standing Committee took responsibility for agendas. • CW welcomed the proposal and strongly supported • HW raised whether the Standing Committee will replace GPC. DM raised that some issues that GPC handle could be handled by the Standing Committee. • HW raised whether the Standing Orders would need amending and HG agreed it would. • AH raised the need to be clear that conversation would not then be re-hashed at the Board – and the Standing Committee has genuine delegated authority. • MHe stated his agreement with the concept. However, he raised a concern that the Terms of Reference are right, however, but there is 	<ul style="list-style-type: none"> • DM to amend paper to reflect delegated powers.

	<p>a need for clarity as to what the Board is prepared to delegate and what requires full Board decisions.</p> <ul style="list-style-type: none"> • DM responded that his view is that the delegation will be on operational matters etc. DM agreed to include more detail. • The Board approved the establishment of the Standing Committee • DM suggested the membership as: • HG, JC, AH, KB • The Board approved the membership of the Standing Committee 	
Succession Planning	<ul style="list-style-type: none"> • SK outlined the work that the succession group has been discussion. • The succession group has met twice to discuss ideas about the safeguarding of the future of the Society, particularly in the context if COVID • 5 areas have been identified as needing focus with the first being the need to increase membership • The plan is that in February the group will look at reorganisation. • BK asked when the final recommendations and suggestions might be brought to Board. HG suggested that a dedicated Board meeting will be necessary to discuss the proposals of the succession group. This will be in February/March. 	
Membership Drive Writing to lapsed members Town wide leaflet drop Membership gift cards	<ul style="list-style-type: none"> • MHe raised that he would like to meet with KB and DM in order to draft the leaflet. KB will organise a Zoom. • HG asked how we would organise the voucher and what our legal obligations might be. • KB raised that this is all useful but we need to organise online joining functions for the website. • HG and KB will discuss requirements offline. 	<p>DM, MHe and KB to meet via Zoom re. leaflet</p> <p>HG and KB to discuss online membership</p> <p>KB to look into legal statement for gift vouchers</p>
Policies	<ul style="list-style-type: none"> • AH sought the Board's approval for the policy documents. The Board approved all documents • MHa asked whether the Society has financial policies that guide the Finance Committee. BK raised that there is a reserves policy. • BK explained that the Finance Committee takes a strategic view of the Society's finances over a ten year period. He explained it's not a 	

	<p>policy and that other than reserves we do not have financial policies as they are not necessary.</p> <ul style="list-style-type: none"> • JC asked whether the Society is legally obliged to undertake a periodic asbestos audit. AH suggested that we would hire a specialist contractor to undertake such work. HG raised that an asbestos audit should be undertaken as a matter of urgency • JC also raised whether he insured when working at height on the building work. AH explained insurance does not cover this. The Health and Safety policy will be amended to state that those working at height do so at their own risk. • The Board thanked AH for his work on the policies. 	
Neighbourhood Plan	<ul style="list-style-type: none"> • The second exhibition is nearly over. On 29th October the next edition of the Faversham Eye will be published and is devoted to the neighbourhood plan. • In terms of the heritage dimension, HG has spoken to cabinet members at Swale with responsibility and they agreed there are three opportunities. • 1. Hazard and the associated infrastructure – Swale is willing to look at a proposal for this going into Trust ownership for Faversham. • 2. The land between the railway lines as they leave Faversham – as there are listed heritage assets. • 3. The area around the Maison Dieu: The houses are not in Ospringe Parish, but are in Faversham. This means no particular attention has been paid to houses on both sides of the road there. This could be a quick conservation area appraisal as part of the neighbourhood plan. 	
AOB	<ul style="list-style-type: none"> • None 	
Officers Report	Chair's Report	

--	--	--

NOTES:

Part II

Agenda Item	Minutes	Actions
Confidential matters		

Next Meetings

Date	Agenda
27 th October 2020	Board of Trustees

Future Business