



CORNWALL HERITAGE TRUST
Trest Ertach Kernow
COUNCIL OF MANAGEMENT MEETING

Minutes of the Council of Management Meeting Q2A
held on Thursday 18 July 2024 at 5pm by Zoom

Present: Lt Col Richard Trant (Chairman) (RT) Mrs Clare Jacques (CJ)
Mrs Alison Davey (AD) Mr Richard Farrant (RF)
Mrs Elizabeth Carne (EC)

In Attendance: Mrs Cathy Woolcock (CW), Mr Robert Townsend (RobT), Ms Sophie Meyer (SM) and Mrs Kerry Horner

1. Apologies

Apologies were received from Mr Pete Herring and Mr Alasdair Moore. It was noted that, in accordance with the Articles of Association a quorum was present being five Trustees of Cornwall Heritage Trust.

2. Declaration of Pecuniary Interest or Conflict of Interest

There were no declarations in relation to agenda items.

3. Minutes of the Last Meeting

RF proposed and CJ seconded approval of the minutes of the meeting dated 23 May. AD proposed CJ seconded approval of minutes dated 13 June 2024 (not quorate) copies of which were circulated with the agenda. They will be signed as a correct record when Trustees next meet. **All Trustees were in favour.**

4. Matters Arising

4.1 Item 6: Trustees were invited to view the Practical Tasks Officer presentation ALL which is on the website.

4.2 Confidential.

5. Collections

SM screenshared slideshow on property owned by the Trust:

- 33 pieces of fine art which the Royal Cornwall Museum (RCM) valued in 2010 at £26K-£27K. **Trustees stated** this was an insurance valuation and bears no relationship to their actual value estimated at £100-£500 each totalling circa £5K-£8K. The paintings were bequeathed by Paul Smales on the understanding they were in the RCM at the time, RCM did not want them and they were removed. Legal advice has been taken that it was a wish that they be kept at RCM rather than legal requirement. **Trustees discussed and noted:** storage would cost; the Trust does not want to develop a collection and compete with dealers; the value to the Trust is in education, frames not of great significance, take cheaper ones out of frames and put into an album to protect from sun damage for workshop use; consider digital copies and incorporate into digital policy; the more expensive paintings to be displayed in the office.

- archaeological collections from site clearances: items not of archaeological significance eg glass and ceramic items 19th-20th century consider adopting into the handling collection for education, others too significant and fragile eg Castle an Dinas mine signals board, discuss with museums.

Trustees requested: SM to develop a collections policy to be a trusted partner with museums to see if items can be shared to use at workshops; develop a sales and storage process; bring proposal to Trustees to consider and ratify.

Trustees thanked SM for the report. SM left at 17.45.

6. Chairman's Report

The chairman asked Trustees to complete their declarations of interest and return to the CEO. **The chairman thanked** the team for the open gardens programme which has been hugely successful and generated excellent income. **The chairman asked** for Trustees' gratitude to be passed to the unsung heroes working hard to keep sites clear at this time of year. The Midsummer Beacon lighting at Sancreed was a well-attended event and he **asked** if as many beacons as possible could be lit to celebrate the Trust's 40th anniversary. The CEO stated all sites that are possible have already been identified for beacon lighting on the 40th anniversary, for some sites environmentally friendly braziers will be ordered. **Trustees were asked** to feed their ideas for the 40th anniversary to the team.

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7. Finance Reports

7.1 Financial Report

RobT reported the quarterly and cumulative year to date report will be in the new one-page format. 24/25 Q1 budget at £7K surplus, whole year £21K deficit, will be reforecast throughout the year to show the true budget. Q1 income received relates to last year, most areas are under or close to budget; reaching membership target is challenging this year; overspend on staff.

7.2 Cashflow

RobT explained the operation of the new cashflow sheet which provides 3 months certainty, remaining months are guestimates. £75K bequest was reflected in Q1, Cornwall Council (CC) agreed to fund Rural Prosperity Fund in advance, it is substantial and will provide a good buffer for the next 6 months. **Trustees asked** whether, when cashflow gets into a cadence and income covers expenditure, the previous cash withdrawals will be replenished. RobT stated there is possibility to move cash to an interim short term deposit account, the exercise has just started and needs to be established; following a review, when confident on predictability it would be good to show how to replenish Brewin Dolphin, the aim is to finish with the same amount it started with. **Trustees asked** what minimum balance is needed in the cashflow forecast. RobT stated it would depend on known income and expenditure and would have to be 2 months salaries ie £60K. The CEO stated the Charity Commission is having conversations with charities regarding the use of their long-standing reserves, the Trust is not in this position yet due to the viaduct liability and reserves policies are in place, while in the last 6 months it has not been used, over the last 5 years funds have been used for the Trust's charitable purposes. **Trustees stated** we must show what the £75K bequest has been spent on. The CEO assured Trustees that when sites are taken on next year the Trust will be able to highlight what the bequest has been used for and the family will be advised and thanked, it will not be forgotten.

Trustees thanked RobT for his report, they are grateful he is in place which will hopefully make the CEO's position a little easier.

8. Policies

CJ proposed and AD seconded ratification of the following policies: Safeguarding Vulnerable Adults Procedure; Trustee Code of Conduct; Children and Young People Behaviour Code. **All Trustees were in favour.**

9. Operations Report

9.1 Trustees received the operations report. CW reported Trustees will be meeting in person for the governance and skills audit session, date to be confirmed. Awenek 8 September organisation is taking up a lot of time and may look for another venue next year. Bracken clearance at Tregonning has revealed sights not seen before. **The CEO thanked** CJ and AD for assisting in the Operations Manager interviews next week. **Trustees asked** when submitting grant applications are they able to ask for money to give as grants. The CEO stated it is possible from the NLHF but not included in the latest bid as the Trust needed the money, next year's bid for KBV will ask for money for grants, they will want to see that the current project is finished, only a few will give out another grant before one has finished, the lottery will but there are no guarantees.

EC left at 18.20.

9.2 Grants for the 40th Year

The CEO suggested a Trust legacy to give away £40K for the 40th anniversary, raising the Trust profile and having a share in the impact of those projects. **Trustees were cautious** on how it would be funded, 24/25 current £20K budget deficit might increase to £60K, although the expense would be spread over two financial years. Trustees can look at innovative ways to obtain grants e.g. 40 life members but must be clear there are no guarantees and the Trust would have to underwrite it. **Trustees stated** it would be good to identify how much would be leveraged against it, if £40K would give £400K leverage to benefit Cornwall, it is justified. **Trustees stated** a specific selection board could be established for 3/4 good longevity projects. **Trustees were asked** to consider how it could be phrased and speak to the CEO. To be looked at more detail in September.

AD proposed and RF seconded approval of £5K grant for Cornwall Historic Churches this year. **All Trustees were in favour**

10. Risk Register Review

The risk register was reviewed at the finance committee, the amendments were screenshared: Item 8 failure to develop and resource an effective strategy for renovation and maintenance of all properties not just Treffry and so a separate risk register for properties will be established. **Trustees asked** if there will be a risk to the fabric and heritage of properties of any particular site and ecology risk breakdown. The CEO stated there will be broad ecological risks assessments on the sites plural rather than individual sites. CJ proposed and RF seconded the adoption of the Risk Register. **All Trustees were in favour.**

11. AOB.

There was no further business.

12. Date and Time of Future Meetings

Trustees resolved the following dates for forthcoming meetings at 5pm by Zoom:
19 Sep; 10 Oct; 31 Oct; 28 Nov. Trustee Workshop TBA.

ALL

The chairman thanked Trustees for their attendance. The meeting closed at
18.40pm

Signed Date

Distribution: President and Trustees