



## Trustees Meeting

Castlerosse Room, National Trust, 20 Grosvenor  
Gardens, London SW1 (Victoria station/tube)  
11am-3.30pm, 26<sup>th</sup> September 2013

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### Action points

#### Attending

Sarah Staniforth (**SS**), Museums and Collections Director, National Trust (Chair)  
Nancy Bell (**NB**), Head of Collection Care, The National Archives (Deputy Chair)  
Gill Campbell (**GC**), Head of Environmental Studies, English Heritage  
Simon Cane (**SC**), Interim Director, Birmingham Museums Trust  
Professor May Cassar (**MC**), Director Centre for Sustainable Heritage, UCL  
Deborah Novotny (**DN**), Head of Collection Care, British Library  
David Howell (**DH**), Head of Conservation Research, Bodleian Library, Oxford University  
Dr Ewan Hyslop (**EH**), Head of Sustainability, Research and Technical Education, Historic Scotland  
John Jackson (**JJ**), Science Policy Co-ordinator, Natural History Museum  
Dr Pip Laurenson (**PL**), Head of Collection Care Research, Tate  
Alison Richmond (**AR**), Chief Executive, ICON  
Dr Constantina Vlachou (**CV**), Senior Conservation Scientist, Historic Royal Palaces

#### Apologies

Diane Gwilt (**DG**), Keeper of Collections Services, Amgueddfa Cymru-National Museum Wales  
Jacqueline Ridge (**JR**), Keeper of Conservation, National Galleries Scotland  
Dr David Saunders (**DS**), Keeper of Conservation and Scientific Research, The British Museum

No	Minutes of Meeting of 26 September 2013	Action
1.	<b>Welcome</b>	
	SS welcomed all to the second meeting of NHSF Trustees.	
2.	<b>Appointment of part-time administrator</b>	
	Interviews had been held for the part-time administrator during August and a candidate had been selected. Once the NHSF has achieved CIO status the appointment will be confirmed and a contract will be signed.	
3.	<b>Minutes of 12 July and matters arising</b>	
	The minutes were agreed without amendment. There were no matters arising.	
4.	<b>Governance</b>	
4.1	<b>Election of Trustee</b> John Jackson was elected as the Trustee representing Natural History Museum	
4.2	<b>Charitable Incorporated Organisation application</b> In response to clarification requested by the Charity Commission, the Trustees agreed: <ul style="list-style-type: none"> <li>• revised wording of the Forum’s objects (see 4.4);</li> <li>• definition of ‘material cultural heritage’ (see 4.4);</li> <li>• that the National Trust remain the address for NHSF.</li> </ul>	
4.3	<b>Monitoring private benefits to non charitable organisations or individuals</b> <ul style="list-style-type: none"> <li>• benefits are delivered to the public through the core members of the NHSF for example through the development or a MOU for sharing equipment and expertise</li> <li>• a risk register covering all activities will be drafted and will be formally monitored and approved by Trustees every six months</li> </ul>	
4.4	<b>Resolution to amend objects of CIO in constitution</b> The Trustees agreed that the objects of the Charitable Incorporated Organisation (CIO) in the constitution are amended from: <p style="text-align: center;"><i>“To promote, for the benefit of the public, the understanding and protection of the UK’s extraordinarily rich and varied material cultural heritage through better use and development of science, technology, engineering and mathematics.”</i></p> To: <p style="text-align: center;"><i>“To promote the efficiency and effectiveness of charities, not-for-profit organisations and voluntary organisations and the effective use of resources for charitable purposes by charitable and non charitable bodies working to promote the understanding, preservation and conservation of</i></p>	

	<p><i>the UK's material cultural heritage for the benefit of the public. Material cultural heritage is the things both natural and man-made that are valued for their meaning and significance.</i></p> <p><i>For the purpose of this clause, charities are organisations which are established for exclusively charitable purposes in accordance with the laws of England and Wales. Voluntary and not for profit organisations are independent organisations which are established for purposes that add value to the community as a whole, or a significant section of the community and which are not permitted by their constitution to make a profit for private distribution. Voluntary organisations do not include local government or other statutory authorities."</i></p>	
4.5	<p><b>Finance</b> The Trustees agreed the need to see a budget and financial plan as soon as the bank account is active and funds transferred.</p>	
4.6	<p><b>NHSF materials</b> Alternative storage needs to be found for NHSF materials.</p>	
<b>5</b>	<b>Development of business plan to deliver NHSF strategy</b>	
5.1	It was agreed that working group leaders could draw on expertise and support beyond NHSF.	
5.2	<p><b>Composition of working groups</b></p> <ul style="list-style-type: none"> <li>• JJ to join the Mapping/Intelligence and Communications groups</li> <li>• GC to lead Database working group; to participate in training group and to step down from communication group.</li> <li>• SC to join Mapping/Intelligence and Communications groups</li> <li>• CV to step down from training and conference group.</li> </ul>	
5.3	<p><b>Working group activity</b></p> <ul style="list-style-type: none"> <li>• Research – PL reported and tabled an update</li> <li>• Training – AR reported</li> <li>• Conference – DG reported <ul style="list-style-type: none"> <li>- Paper circulated in advance</li> <li>- Option 3c (an event in October 2014) identified as preferred option</li> </ul> </li> <li>• Database of equipment, skills and resources – GC reported and tabled an update <ul style="list-style-type: none"> <li>- Investigate KIT catalogue for tracking equipment</li> </ul> </li> <li>• Mapping and intelligence – MC reported <ul style="list-style-type: none"> <li>- Paper circulated in advance</li> </ul> </li> <li>• Communications – NB reported</li> </ul>	
<b>6</b>	<b>AOB</b>	
6.1	<p><b>Science and Heritage programme conference</b></p> <ul style="list-style-type: none"> <li>• 200 leaflets to be available.</li> <li>• Announcement to be made at evening reception on progress with the</li> </ul>	<p><b>NB</b> <b>NB, GC</b></p>

6.2	<p style="text-align: center;">Forum alongside launch of English Heritage (EH) Heritage Science strategy.</p> <p><b>ICCROM Forum on Conservation Science</b></p> <ul style="list-style-type: none"> <li>• 100 leaflets to be available.</li> <li>• NHSF to be represented.</li> </ul>	<p><b>NB</b> <b>NB, DS</b></p>
<b>7</b>	<b>Date of next meeting</b>	
	<p><i>11.00-15.30</i> <i>Tuesday, 10 December 2013</i> <i>Nuttalls Room, 20 Grosvenor Gardens, London SW1</i></p>	