



## 7<sup>th</sup> Annual General Meeting

Charter East Room, CILIP, 7 Ridgmount Street, London  
WC1E 7AE

18<sup>th</sup> November 2019 at 12:30

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### Draft Minutes

#### Attending:

Professor Nigel Llewellyn (**NL**, Acting Chair)  
Dr Trevor F. Emmett (**TE**, proposed Honorary Secretary)

#### *By Member Institution (and representative):*

British Library	Paul Garside ( <b>PG</b> )
British Museum	Professor Carl Heron ( <b>CH</b> )
Cardiff University	Professor David Watkinson ( <b>DW</b> ).
Historic England	Jen Heathcote ( <b>JH</b> ).
Historic Environment Scotland	Dr Aurelie Turmel ( <b>AT</b> )
Historic Royal Palaces	Dr Constantina Vlachou ( <b>CV</b> ).
Natural History Museum	John Jackson ( <b>JJ</b> ).
Tate Galleries	Dr Bronwyn Ormsby ( <b>BO</b> ).
The National Archives	Dr Lora Angelova ( <b>LA</b> ).
University College London	Professor May Cassar ( <b>MC</b> ).
University of Cambridge Museums	Dr Paola Ricciardi ( <b>PR</b> ).
University of Oxford	Daniel Bone ( <b>DB</b> ).
Wellcome Trust	Emma Duggan ( <b>ED</b> ).

#### Apologies:

English Heritage Trust	David Thickett ( <b>DT</b> ).
National Galleries Scotland	Jacqueline Ridge ( <b>JR</b> ).
National Trust	Nigel Blades ( <b>NB</b> ).

#### Also present:

Caroline Peach (**CP**), Consultant Development Director, National Heritage Science Forum

**1. Welcome**

The meeting started at 12:30.

Nigel Llewellyn welcomed members to the meeting in his role as Acting Chair.

**2. Minutes of the AGM 5<sup>th</sup> December 2018 meeting and matters arising**

The minutes of the previous AGM on 5<sup>th</sup> December 2018 had been circulated in advance.

The minutes were proposed as a correct record by **CV**, seconded by **GC** and unanimously agreed unanimously. They were signed and dated (18<sup>th</sup> November 2019) by **NL**.

**3. Ordinary resolution 1: To receive the trustees' annual report**

The Acting Chair briefly reviewed the year ending 30 March 2019 and then invited questions in relation to the Trustees' Annual Report. There were no questions and so the resolution to receive the trustees' annual report to 30 March 2019 was proposed by **MC**, seconded by **CV** and unanimously agreed.

**4. Ordinary resolution 2: To receive the statement of annual accounts**

It was noted (i) that the current budget would need some modification to permit a greater spend to support CP (administrator) and (ii) that the Charity Commission requires a monetary reserve sufficient for 6 months normal operation and that this condition is met.

The resolution to receive the charity's annual accounts to 30 March 2018 was proposed by **PR**, seconded by **LA** and unanimously agreed.

**5. Ordinary resolution 3: To appoint or reappoint trustees of the charity**

In accordance with NHSF's Constitution one third of trustees retire at the AGM but may be reappointed providing that their term of office does not exceed seven consecutive years.

*Trustees standing for reappointment:*

Daniel Bone (University of Oxford)

Carl Heron (British Museum)

*Trustees standing for appointment:*

Sara Crofts (ICON) – *in absentia*

Dr Trevor Emmett (as Honorary Secretary)

Dr Jen Heathcote (Historic England)

Professor Nigel Llewellyn (as Chair)\*

The resolution to appoint or reappoint the individuals named above as trustees of the charity (with the exception of **NL**, marked \*) was proposed by **AT**, seconded by **JJ** and unanimously agreed by the members. For the appointment of **NL** as Chair, **MC** was nominated as Acting Chair and the resolution to appoint **NL** as Chair proper was proposed by **CH**, seconded by **JJ** and passed unanimously.

**6. Any other business**

There was no other business.

The AGM closed at 12:45.