



MEETING TITLE	Public Minutes of the 9 th English Heritage Trust Board Meeting
DATE	Tuesday 8 November 2016 at 2pm
LOCATION	The Radisson Blu Hotel, Stansted Airport, Essex
ATTENDEES	Sir Tim Laurence – Chairman Vicky Barnsley – Trustee Anna Eavis – Curatorial Director Charles Gurassa – Trustee Sukie Hemming – Trustee Professor Ronald Hutton – Trustee Shirley Jackson – Commercial Director Kate James-Weed – Trustee Linda Kilroy – Estates Director Kathryn Lanning – Governance Officer Sir Laurie Magnus – Trustee Kate Mavor – Chief Executive Ian McCaig – Trustee Luke Purser – Development Director Malcolm Reading – Trustee Tracey Reed – Historic Properties Director Sarah Staniforth – Trustee Mark Stuart-Smith – Resources Director James Twining – Trustee Luke Whitcomb – Marketing Director
APOLOGIES	Alex Balfour – Trustee

Item 1 – Announcements and Declarations of Interest

- 1.1 There were no announcements.
- 1.2 One declaration of interest was noted.

Item 2 – Minutes of the English Heritage Trust Board meeting held on 20 June 2016

- 2.1 **The minutes of the last meeting, held on 20 June 2016, were agreed as a correct record and signed by the Chairman.**

Item 3 – Matters Arising and Action Points Table

- 3.1 The Board noted completed items and progress, including the following:

Reserves and Investment Policies

- 3.2 A report on the reserves and investment policies would be brought to the Board in March 2017.

Use of drones over English Heritage sites

- 3.3 A statement regarding the use of drones over English Heritage sites would shortly appear on the English Heritage website. Post-meeting note: the statement has now been published.

NAO Audit Fees

- 3.4 An exercise to benchmark NAO costs for carrying out the annual audit was in progress.

Development Strategy

- 3.5 Trustees would shortly receive a schedule of fundraising events for next year. A report on compliance with best practice in relation to fundraising would be brought to the next Board meeting.

Item 4a – Chief Executive’s Strategic Report

- 4.1 Trustees noted that visitor numbers were on track following record figures in recent months and trading had been good over the summer. Good weather had undoubtedly helped to achieve high visitor figures, but they were also a result of pushing ahead with projects, excellent marketing and publicity and a packed events programme, one of the highlights of which was the Hastings march. Trustees congratulated staff on an excellent quarter and in particular the exceptional media coverage and inspirational events.

4.2 The Board noted:

- a) **the Chief Executive’s Strategic Overview;**

- b) **the Finance Report for April to September 2016/17;**
- c) **the top ten risks on the Corporate Risk Register and agreed they were the most serious risks and that management controls were appropriate; and**
- d) **the Safety and Risk Report for April-September 2016/17.**

Item 5 – For Approval

Item 5a – Collections Development Policy

- 5.1 As a new charity, English Heritage needed to re-apply to Arts Council England for museum accreditation and, as part of this process, was required to have an up to date Collections Development Policy. The policy would apply to the Trust's collection of historic objects and needed to be approved by the Board of Trustees.
- 5.2 **Subject to some minor amendments, the Board approved the Collections Development Policy.**

Item 5b – Donor Naming and Recognition Policy

- 5.3 Trustees had approved the donor naming policy in November 2015 and agreed that it should be reviewed annually. A number of small changes had been made to bring the policy in line with best practice and to reflect the focus on major gift activity.
- 5.4 **Subject to one further amendment, the Board approved the revised donor naming and recognition policy and agreed that it would be reviewed by Trustees every other year, or in the event of any significant changes being required.**

Item 5c – Conservation Maintenance Programme: annual review

- 5.5 The Conservation Maintenance Programme (CMP) had started in April 2015 and addressed the backlog of priority conservation repairs across the English Heritage estate over eight years.
- 5.6 **The Board noted:**
 - a) **progress made in delivering the conservation repair programme in 2016/17; and**
 - b) **the CMP expenditure profile for future years of the three-year programme.**

Item 6 – Conservation Deficit

- 6.1 The Board considered proposals on how limited resources could be focused in order to address the conservation deficit (ie the backlog of repairs needed to keep the historic

estate in good condition) and how to deliver on-going preventative maintenance across the estate. Historic England and English Heritage had held a seminar to discuss this in the summer and were in agreement that a new model for setting out a conservation strategy on a site by site basis needed to be developed. Staff would establish a new methodology for condition surveys and carry out pilot projects during 2017, working with partner organisations to develop new techniques and approaches.

6.2 The Board:

- a) **noted the updated conservation deficit forecast to 2022/23;**
- b) **noted the financial implications of delivering on-going maintenance; and**
- c) **supported the proposed approach to delivering sustainable conservation and asked for an update at a future meeting.**

Item 7 – Stonehenge Solstice Strategy

7.1 Trustees were reminded of the history and background to the current strategy for managing solstice events at Stonehenge. This acknowledged the strong desire for continued access to the site during the summer and winter solstices but also the need to ensure the safety of those attending and to protect the site itself. At the 2016 summer solstice an alcohol ban and a charge for car parking were introduced.

7.2 The Board:

- a) **noted the approach to solstice outlined in the Solstice Strategy 2016-2020;**
- b) **agreed that this approach should be followed for 2017; and**
- c) **agreed that a full review would be conducted during 2017 which would consider alternative approaches to managing the event in future years.**

Item 8 – Chief Executive’s Operational Report

8.1 **The Board noted the Chief Executive’s Operational Report, including the appendix on locally managed sites.**

Item 9 – Committee Minutes

9.1 **The Board noted the minutes of the following Committees:**

- a) **Audit and Risk Committee: 9 June 2016**

- b) **Audit and Risk Committee: 6 October 2016**
- c) **Historic Estate Conservation Committee: 28 July 2016**
- d) **Blue Plaques Panel: 26 October 2016**

Item 10 – Any other business

12.1 There was no other business and the meeting finished at 6pm.

The next Trust Board meeting will be held on Thursday 9 March 2017, 10am – 2pm at Waterhouse Square, London.