

HORNIMAN PUBLIC MUSEUM AND PUBLIC PARK TRUST

The Minutes of the Board meeting of the Horniman Public Museum and Public Park Trust held at the Horniman Museum 5 May 2023.

Present

Michael Salter-Church (Chair)
Eva Appelbaum
Bunt Ghosh

Simon Hesketh
Nico Iacuzzi
Mayowa Ochere

Nick Merriman (Chief Executive)
Paula Thomas (Board Secretary, Director, Finance and Corporate Services)
Victoria Pinnington (Director, Communications and Income Generation)
Kirsten Walker (Director, Collections Care and Estates)

1. Closed session

2. Apologies for absence and conflicts of interest

Apologies were received from Caroline Cole, Carole Souter, Roma Dibua and Helen Williams

No new conflicts of interest were declared.

3. Minutes of the previous Board meeting and matters arising

3.1. The minutes of the Board meeting of 26 January 2023 were agreed as a true record.

3.2. The following updates were given on the action points:

- Lego's business restrictions mean that there is no way of improving our current procurement of their products
- DCMS are currently waiting for sign off of their Framework Agreement with the Cabinet Office/Treasury but the Museum Freedoms have now been agreed.

All other action points had been completed or are covered by this agenda.

4. Management report

The CEO presented the Management report for January to March 2023.

Trustees expressed their thanks to all in the Income Generating team for a successful financial year 2022/23.

It was noted that some of the target audience data for Q4 was below target. Management confirmed that this is being looked at in more detail and that more information will be available when the annual figures are reported to the July meeting. Management reported that the contract for Visitor Research is currently being retendered and agreed to forward EA's offer of assistance.

There was a question regarding the value of being on Twitter. Management reported that this is being monitored but is useful at the moment and there are no current plans to come

off it. It was agreed that management would introduce EA to the Website Manager to discuss further.

The Board reviewed the management accounts for the year showing c£400k surplus, subject to audit. It was agreed that this amount should be retained in unrestricted, undesignated reserves to meet some of the increase in costs from items identified in the risk register. SMT will bring some proposals to the July meeting.

Trustees also reviewed the Dashboard for the year. The usefulness of the website visitors metric was questioned. Management agreed to review and bring back a proposal.

5. Risk register

The Board reviewed the updated risk register. The significant improvement in the pension deficit was highlighted but it was noted that this largely due to increases in current interest rates.

It was noted that there are several endemic risks which don't change very much and Trustees agreed that the red risks should be moved to the top of the register so that they were more visible.

The Board agreed to the removal of the risks recommended by management and also to the removal of the financial risk arising from reduced visitors due to Covid.

6. Audit Committee

6.1 Minutes of the last meeting

The minutes from the last meeting on 7 March were presented. The internal audit reviews and planned audits for 2023/24 were noted along with the recommendation to consider retendering for the external audit contract.

6.2 Safeguarding

The Secretary highlighted two actions for trustees arising from the internal audit review of Safeguarding:

- Safeguarding training to be undertaken
- DBS checks to be obtained

Details on how to carry out both of these will be emailed to Board members.

7. Capital Project Board (CPB)

A summary of the minutes of the last meeting on 24 April was presented. It was confirmed that the Nature + Love Stage 2 bid was submitted to the NLHF in February with the outcome expected in June. The planning application has also been submitted. The CPB considered various options in relation to the SCC but decided it wasn't a priority for the time being.

A large number of capital projects had been successfully completed in the last three months of the year thanks to DCMS funding.

A need for an urgent repair to the Sunken Garden has recently arisen and the area remains closed to the public for the time being. It was agreed that DCMS should be approached for possible funding once the likely cost is known but in the meantime it would be underwritten from reserves.

8. Horniman Museum Enterprises

A summary of the meeting on 21 April was presented. The Head of Commercial and his team were congratulated on the excellent results which had recovered strongly after Covid.

The Board were warned that 2023/24 could be a year of transition and reduced profits as it was likely that the catering contracts would be retendered in the next twelve months. Trustees noted the risks.

9. Nature Trail licenses

This item was deferred to the next meeting.

10. Repatriation request

The CEO informed the Board of a recent request to return eight Aboriginal items from the Horniman collection. This will follow the process set out in the Restitution and Repatriation Policy. It was noted that Bunt Ghosh had replaced Sarah Kemp on the Restitution Sub-committee.

11. Policies

The Board approved the updated Restitution and Repatriation Policy subject to a change in 7.5 to include a new requirement to share research with two external experts for their comment and review.

12. Disposals

Trustees noted the update to the disposal approved in January.

13. Staff presentation

Peronel Craddock, the Head of Content gave a presentation about the Content Team and their work.

14. AOB

There was no other business.

Minutes ref:	Action	Date due	Who by	Progress
4	Review website metric in dashboard	July	PT/VP	See Mgt Report Paper
	Bring proposals re use of reserves to next meeting	July	SMT	
	Refer EA's assistance with Research retender to Marketing Manager	May	VP	Done
	Introduce EA to Website Manager to discuss use of social media	May	VP	Done
5.	Move red risks to top of risk register Remove risks suggested	July	PT	Done

6.2	Safeguarding training link and details on how to get a DBS check to be emailed to trustees	July	PT	Done
7	Approach DCMS for funding for Sunken Gardens repair	Asap	PT/NM	Done
11	Restitution and Repatriation policy to be updated for 2 experts	asap	NM	Done