

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 13 July 2023.

Present

Michael Salter-Church (Chair)
Caroline Cole (via video)
Roma Dibua

Mayowa Ochere
Carole Souter

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 Nico Iacuzzi, Bunt Ghosh, Eva Appelbaum and Simon Hesketh

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 5 May 2023 were agreed as a true record.

3.2 All action points had been completed.

There were no matters arising.

4. Management report

The CEO presented the Management report for April to June 2023 and provided a couple of updates on a coral rescue expedition and a new potential funder for Nature + Love.

Trustees approved Managements' proposals for the current years' pay offer. They also agreed the proposed use of up to £807k of reserves to cover additional costs over the next two years arising from the pay proposals, capital projects, staff leadership development and appointment of a consultant to develop plans for the Entrance, including CUE.

The Board reviewed the management accounts for the quarter and noted that the budget is on target overall with no current concerns. Commercial areas are currently performing above budget thanks to Soft Play and other income is holding up despite the economic situation.

Trustees also reviewed the Dashboard for the year.

5. Risk register

The Board reviewed and agreed the updated risk register.

6. Audit Committee

6.1 Annual Report

The Audit Committee's Annual Report was commended to the meeting. This summarised the Committee's work for the year and recommended acceptance of the financial statements to the Board, based on its own consideration of the financial statements, internal audit findings, the audit report issued by the external auditors, which indicates an unqualified audit opinion, and other sources of assurance.

The Board considered the procedures in place to give trustees confidence that they have fulfilled their statutory duty of disclosure to the Auditors and agreed that the letter of representation to the Auditors should be signed on behalf of the Board by the Chair and Accounting Officer.

6.2 Minutes of the last meeting

The minutes from the last meeting on 13 June were presented.

The Board agreed the Audit Committee's recommendation regarding the timing of retendering of the following contracts:

- Internal Audit – autumn 2024 (for 25/26 audit plan)
- External Audit – autumn 2023 (for 23/24 audit)

6.3 Reserves Policy

The Board reviewed and approved the Reserves Policy, which had been considered and recommended by the Audit Committee.

6.4 Annual Report and Consolidated Financial Statements

The Board approved the Annual Report and Consolidated Financial Statements and authorised them to be signed on their behalf.

6.5 H&S Annual Report

The Health and Safety Annual Report was noted by the Board.

Trustees were reminded to complete their Safeguarding training and submit their DBS checks.

7. Capital Project Board (CPB)

Trustees noted the minutes of the meeting on 7 June 2023.

The Chair reported that the Nature + Love planning application had been delayed until 24 August due to some objections received by the Council. The programme is being continued in the meantime so as not to delay the project overall but the Board were asked to note the additional risk during this period.

The Board agreed the CPBs recommendation that, after considering various options, there was no significant benefit in advancing any plans re the SCC at this time.

8. Restitution sub-group

The Chair of the sub-group presented the review of the claim made by the Australian Institute for Aboriginal and Torres Strait Islander Studies (AIATSIS) on behalf of the

Warumungu community for the repatriation of eight cultural items. **The Board agreed the recommendation to go ahead with the repatriation subject to Charity Commission approval.**

9. Annual staff monitoring report

The Board noted the annual staff monitoring report.

10. Annual Visitor report

Trustees noted the Annual Visitor report. They were pleased to see the 100% satisfactory rating and that visitors are getting back to pre-pandemic levels. The importance of programming in helping to achieve targets was noted.

Trustees asked if local population data to be added to the report in future so that results could be measured against the community around the Horniman and not just local/national data.

11. ACE Annual Report

Trustees confirmed their approval of the ACE annual report.

12. Horniman Museum Enterprises

12.1 Annual report

The CEO presented the Annual report, highlighting the successful performance in all areas.

12.2 Minutes of meeting of 7 July 2023

The Board noted the minutes of the recent meeting including progress and timing of the retendering for the café contract.

13. Policies

The Board approved the updated Health & Safety Policy

14. Staff presentation

Errol Fernandes, Head of Horticulture, led a tour of the gardens.

15. AOB

There was no other business.

Minutes ref:	Action	Date due	Who by	Progress
6	Complete safeguarding training and submit DBS checks	Sept 23	ALL o/s	
8	Seek Charity Commission for approval of repatriation of Australian objects	asap	NM	

10	Add local population data to visitor reports for comparison	July 24	VP	
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