

## **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 16 May 2024.

### **Present**

Michael Salter-Church (Chair)  
Eva Appelbaum  
Caroline Cole  
Roma Dibua  
Bunt Ghosh  
Simon Hesketh

Nico Iacuzzi  
Diana Maine  
Mayowa Ochere  
Carole Souter  
Somi Umolu  
Nicholas Wyver

Brian O-Sullivan (Board Apprentice)

Victoria Pinnington (Interim Chief Executive)  
Paula Thomas (Board Secretary, Director, Finance and Corporate Services)  
Kirsten Walker (Director, Collections Care and Estates)  
Peronel Craddock (Acting Director of Content)

### **1. Closed session**

*Content to be provided by Chair*

### **2. Apologies for absence and conflicts of interest**

There are no apologies.

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 8 February 2024 were agreed as a true record.

All action points had been completed or in progress.

3.2. There were no matters arising.

### **4. Trustee appointments, retirees and sub-committees**

The board noted the vacancies on various sub-committees arising from the retirement of three trustees in July and agreed the proposed replacements.

### **5. Management report**

The CEO presented the Management report for January – March and provided some updates:

- *Awards*: Congratulations to Peronel and the Learning team for winning Learning Programme of the Year at the Museum and Heritage awards, largely for work with Secondary Schools.
- *Restitution*: An update was provided on the Benin, Australian and Canadian objects. Trustees discussed the need to provide for costs of future claims which are unpredictable in timing and amount. It was agreed to set up a designated fund for such costs with management to provide further information on the likely amount at the next meeting.
- *Events and Exhibitions*: Management agreed to put together and circulate an easy to view schedule for trustees.
- *Membership* – some focus is needed to improve retention rate. Problems with Tessitura are delaying the implementation of paperless DDs which affects new signings. Management to report at next meeting if not resolved.
- *Lates* – analysis of costs v income to be presented after six months.
- *Grievance* – importance of employment lawyers review of HR policies and procedures stressed.

### *Dashboard*

The Board agreed that the dashboard showed a good set of charts despite the difficult environment of the last year.

## **6. Finance update and pay proposal**

The Director, Finance and Corporate Services presented the draft results for the year, which showed a small surplus despite all the financial pressures and some exceptional costs.

The Board agreed management's pay proposal and recommended that it be taken forward as soon as possible.

## **7. Risk register**

The Board reviewed the risk register and noted the movement in some risks, in particular the increased risk in relation to pest control in part of the museum building. The removal of two risks was agreed but management were asked to consider if there were any further risks that needed to be added in relation to N+L.

## **8. Audit Committee**

The Chair of the Audit Committee presented a summary of the minutes of the meeting on 7 March. The meeting focused largely on reports from internal auditors, including the draft plan for 24-25 and presentation of the 23-24 audit planning by the external auditors.

## **9. Capital Projects Board (CPB)**

The Chair of the Capital Projects Board presented a summary of the minutes of the meeting on 18 April 2024. The two main items were the CUE Roof and the Nature + Love project (N+L).

In relation to the CUE Roof It was agreed that management would share the CUE lessons learnt document with all trustees.

In relation to N+L the two main contracts are currently at the tender stage with the first one initially coming in significantly over budget The Secretary was asked to arrange a meeting before the next scheduled Board meeting for trustees to review the two main contracts tender costs and any change in the overall budget prior to submission of the Full Business Case to DCMS.

#### **10. Horniman Museum Enterprises**

The Chair provided a summary of the meeting on 2 May. The headline numbers are good, although lower than last year due to the non-receipt of Café commission for the last two quarters and costs of the retender. The new operator is encouraging and things are looking more positive for the future with reporting greatly improved. The current café is due to be refurbished in June. Agreement has been reached over designs for the new Childrens Café and who is paying for what.

All other activities have done well. The Board thanked those responsible for Soft Play which had been particularly successful.

#### **11. Nature Trail licenses**

Trustees considered the paper from the lawyers setting out the options for dealing with the small parcels of Horniman land currently used as gardens by residents. The following next steps were agreed before further consideration at the next board meeting:

- Value of license to be ascertained and compared to costs
- Plan of relevant land to be circulated
- Walk about to see the land to be arranged before next meeting

#### **12. Policies**

Trustees approved the updated Ethical Fundraising policy – renamed the Fundraising and Donations Acceptance policy. The Chair agreed to consider setting up an Ethics sub-committee to consider any future potential conflicts of interest in relation to donations.

#### **13. Staff presentation – IT Cybersecurity**

Jonathan Whitson Cloud gave a presentation on the work carried out on cybersecurity and the progress towards achieving Cyber Essentials +, which it was planned to do this summer. Trustees were reassured that things were moving in the right direction and thanked JWC for his work in helping transform IT at the Horniman over the last two years. Training was recognized as being essential and one of the trustees offered support in this area.

#### **14. AOB**

The Chair noted that this was the last meeting for Carole, Caroline and Bunt and thanked them all for their contributions over their eight years as trustees and particularly for their work on various committees.

There was no other business.

| <b>Minutes ref:</b> | <b>Action</b>  | <b>Date due</b>                 | <b>Who by</b>        | <b>Progress</b> |
|---------------------|--|---------------------------------|----------------------|-----------------|
| b/f                 | Add local population data to visitor reports for comparison  | July 24                         | Dir A&I              |                 |
| 5                   | Winning M+H Learning award to be forwarded to EA<br>Provide breakdown of likely costs of restitution claims and propose level of designated fund<br>Circulate schedule of future Events and Exhibitions<br>Paper re Project Coral to be sent to NW | asap<br>July 24<br>Asap<br>asap | PC<br>PC<br>PC<br>KW |                 |
| 9                   | Circulate CUE Roof lessons learnt<br><br>Arrange additional Board meeting  | Asap<br><br>End June            | KW<br><br>PT         |                 |
| 11                  | Obtain license valuations<br>Circulate plan of relevant land<br>Arrange walk along NT to view  | July 24                         | PT                   |                 |
| 12                  | Training support to be discussed with IT   | July 24                         | EA                   |                 |