

National Heritage Memorial Fund Meeting on 14 November 2017

B 2017 (9)

Summary report of the Board meeting held on 14 November 2017 at
10.30am at 7 Holbein Place, London, SW1W 8NR

Present:

- Peter Luff (Chair)
- Kay Andrews
- Anna Carragher
- Neil Cossons
- Angela Dean
- Jim Dixon
- Perdita Hunt
- Steve Miller
- Richard Morris
- Atul Patel
- Seona Reid
- Tom Tew

In Attendance

- Lizzie Guntrip, Heritage Ambassador (item 15)
- Sarah Moreno, Heritage Ambassador (item 15)
- Jack Welch, Heritage Ambassador (item 15)

Board Business

1. Chair's Report

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The Chair, Chief Executive and some trustees had attended the launch of the Mendoza report that morning.

Perdita Hunt would join the Parks for People delegated decision panel, replacing Sandie Dawe.

Having agreed in June that Great Place decisions in Scotland be delegated to a panel comprising the Trustee for Scotland, a member of the Committee for Scotland, a Director or Deputy Director of Operations, and the Head of HLF Scotland, the Board agreed that terms of reference for the panel could be approved by the Trustee for Scotland and the Board Chair.

The Board noted the report.

2. Chief Executive's Report

B 2017 (9) 2

The Board noted the report. Tailored Review was progressing through its final stages smoothly.

3. Minutes of the meeting on 17 October 2017

B 2017 (9) 3

The minutes were approved as an accurate record and would be signed by the Chair subject to:

- Removing Jim Dixon from the attendee list.

4. Matters arising from the minutes

B 2017 (9) 4

There were none.

5. Declaration of Interest

Oral

Neil Cossons declared an interest in both Memorial Fund applications as he was a patron of the Brunel Museum, Rotherhithe.

Steve Miller noted that his employer, Norfolk County Council, was a Kick the Dust grantee.

6. Business Transformation Update

B 2017 (9) 6

Helen Coley-Smith, Director of Business Transformation and Change, presented the paper and provided an overview of the business transformation programme.

7. Finance and Corporate Services Report

B 2017 (9) 7

Colin Bailey, Director of Finance and Corporate Services, introduced the report.

8. Minutes from Finance, Staffing and Resources Committee on 9 October 2017

B 2017 (9) 8

The Board noted the minutes.

9. Minutes from Audit and Risk Committee on 27 October 2017

B 2017 (9) 9

Angela Dean, Committee Chair, reported on the meeting.

10. Lottery Income Update

Oral

Colin Bailey, Director of Finance and Corporate Services, presented an update.

11. Strategy and Business Development Report

B 2017 (9) 11

Judy Cligman provided an overview of the key highlights from the paper:

The trustees noted the report.

12. *Item Withdrawn*

13. Communications Report

B 2017 (9) 13

Louise Lane introduced the report, highlighting:

- There had already been a strong take-up for the #ThanksToYou campaign.
- Responses for the Tailored Review, Museums Review and Churches review were being prepared.
- The key calendar dates for the coming months were noted.

14. HLF Operations Report

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The Board considered the two round 2 Skills for the Future applications and took the following decisions:

SF-16-03082 – Ulster Wildlife Trust: Nature Skills NI
The Board **AWARDED** a delivery grant of £399,600 (88%)

SF-16-03156 – Colchester and Ipswich Museum Service: Transforming People to Transform Museums
The Board **AWARDED** a delivery grant of £568,000 (84%)

Eilish McGuinness provided an update on projects in delivery.

15. Kick the Dust Report

B 2017 (9) 15

John McMahon introduced the Heritage Ambassadors.

The Heritage Ambassadors would continue to be involved with the programme, building on their social media and press successes to date and taking part in future Camelot and Inclusive Heritage events. They would be linking up with Kick the Dust projects during delivery, building relationships and adding further value to those projects.

The Trustees thanked the Heritage Ambassadors for their impressive contributions to the programme and their insights and critical considerations of how it could be improved. Thanks were additionally passed to John McMahon and Jo Reilly for their efforts and for the successful delivery of a much needed and innovative programme.

16. Annual Equality, Diversity and Inclusion Report

B 2017 (9) 16

The report was taken as read.

Memorial Fund

17. NHMF Report

B 2017 (9) 17

Fiona Talbot presented the overview.

18. Tunnel Vision (acquisition of Thames Tunnel Brunel drawings); MF-17-00040

B 2017 (9) 18

Applicant: Brunel Museum

Request: £235,500 (73%)

Project: To acquire an album of drawings and designs by Marc Brunel related to the construction of the Thames Tunnel, and conserve and display them in the Engine House and Grand Entrance Hall of the museum.

The Board **AWARDED** a grant of £235,500 (73%)

19. Sir Marc Brunel Help Secure the Collection for the Brunel Museum; MF-17-00047

B 2017 (9) 19

Applicant: SS Great Britain Trust

Request: £160,202 (78%)

Project: To acquire 13 lots of material by or related to Marc Brunel and the Brunel family. The material was principally related to Brunel's engineering; designs for machinery, bridges and buildings, but also contains a manuscript biography of Marc Brunel by his daughter Sophia.

The Board **AWARDED** a grant of £160,202 (78%).

Papers for Information

20. Minutes of Regional and Country Chairs Meeting on 10 October 2017

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The minutes were noted

21. Schedule of Delegated Decisions

B 2017 (9) 21

The paper was noted.

22. Any other business

Oral

There was none.

The next meeting will be held on 11 December 2017