



Annual General Meeting

The Annual General Meeting of the Somerset Industrial Archaeological Society will be held on Monday 23rd March 2020 at 19.30 at Silver Street Baptist Church Hall, Taunton

AGENDA

1. Apologies for Absence
2. Minutes of the AGM held on Monday 1st April 2019 (see below)
3. Matters Arising from the Minutes
4. President's Report (see below)
5. Chairman's Report (see below)
6. Secretary's Report (see below)
7. Treasurer's Report and Accounts (see below)
8. Publications Sub-Committee Report (see below)
9. Conference Sub-Committee Report (see below)
10. Field Officer's Report (see below)
11. Archivist's Report (see below)
12. Publicity Officer's Report (see below)
13. Webmaster's Report (see below)
14. Election of Officers and Trustees*
15. Health and Safety Policy (see below)
16. Data Protection Policy (see below)
17. Any Other Business

* The three officers to be elected are Chairman, Secretary and Treasurer, positions currently held respectively by M. Miles, G. Fitton and J. Marchent: J. Marchent is standing down and B. Cooper is willing to stand as Treasurer. M. Miles and G. Fitton are willing to continue as Chair and Secretary respectively. G. Ward is standing down, but all other trustees are willing to continue; they are C. Cooper, P. Daniel, J. Marchent, I. Miles, B. Murless, and G. Roughton. The Chair will be happy to accept other nominations at the meeting as SIAS would welcome other trustees joining the committee; this simply requires a proposer and seconder, and the agreement of the member being proposed.

MINUTES of the 2019 ANNUAL GENERAL MEETING

Held on Monday, 1st April 2019 at North Town School, Taunton
30 members attended

1. Apologies for Absence

These were received from Graham and Hilary Bendell, Peter Daniel, Mike Evans, Wendy Flint, Brian Hunter, William Loyd, Harold Mead, Jane Sherwood and Geoffrey Ward.

2. Minutes of the AGM of 23rd April 2018

The minutes were signed as being a correct record.

3. Matters arising from the Minutes

There were none.

4. Chair's Report

4.1 Mary Miles reported that the year had again been a busy one. She thanked all the committee and sub-committee members who had worked so hard on the Society's interests during the year. She also thanked them all for the support they had shown over the year.

4.2 Mary recalled that last year SIAS sadly lost its President, Sandy Buchanan. The committee is looking at ways in which his life and contribution to IA can be marked.

4.3 The two major projects had continued this year. The Kenyon Collection had its launch and there was an exhibition held in the Museum in Taunton which Mary hoped members had had a chance to visit. The public can now access the images in the Heritage Centre, and, Mary has been told, one of its first uses was for someone to find a photograph of one of their relatives!

4.4 The other project, the recording of Watchet Paper Mill, had now come to an end. The images and records were put on a hard drive with the other items from ContainsArt, to be deposited in the Heritage Centre. As the site has been mostly demolished now, Mary said it seemed odd to think that this is already historical. SIAS volunteers had worked hard to ensure the completion of these projects and they are something to be proud of.

4.5 In 2017 SIAS hosted the SWWRIAC Conference at West Coker. In the coming year SIAS will be hosting the AIA National Conference at Cannington – the first time it has been held in Somerset in its 40-year history. Mary felt she should note the huge amount of work which Peter Daniel has put into this. He has led the sub-committee, organised volunteers in visiting the sites for the new gazetteer and has collated this for publication. The whole sub-committee have wholeheartedly backed him in this major undertaking. Bookings are flooding in already!

4.6 Finally Mary thanked the membership for their enthusiasm over the year. In looking forward to a successful National Conference, which will hopefully dispel the idea that there is no IA in Somerset (!), Mary hoped that members would feel more involved in, and proud of the Society.

5. Secretary's Report

5.1 The following report by Geoff Fitton had been circulated prior to the meeting and there were no points arising.

5.2 SWWRIAC. This year's Conference is being organised by Bristol IAS and will be held at Saltford on 6th April. Further details and booking form are available on the BIAS website: www.b-i-a-s.org.uk

6. Treasurer's Report

Copies of the audited balance sheet, the income and expenditure accounts and the equipment and stock valuations had been circulated prior to the meeting, as had the following report by Judith Marchent. There were no points arising.

6.1 Income - Under Publications Sold, Subscriptions and South Wales and West of England Industrial Archaeology Conference (SWWRIAC) there is a deduction from receipts for Paypal fees. While payments made into the main bank account, via cash, a cheque or direct transfer, cost SIAS nothing to receive, those paid into the Paypal account incur a charge to the recipient. There is a way to avoid this charge, but few members use it.

6.2 When this account was set up both the estimated Paypal fee and carriage cost for each Publication sold via the website was included in the advertised price. Likewise, there was a surcharge included in the SWWRIAC prices for those attendees paying via Paypal. This year, however, no surcharge was paid by members paying their subscription via Paypal and here SIAS lost 37pence on £12.00 payments and 45 pence on £18.00 payments.

6.3 During the last twelve months or so SIAS has received donations of books from the estates of former members. Having been asked to keep the money received from the sale of these donations separate from the sale of other publications, it has been shown under Donations.

6.4 The sale of other publications brought in £535.17 less Paypal fees when purchased via the website.

6.5 Income overall was up on 2017 because SIAS hosted SWWRIAC.

6.6 Expenditure - Charitable payments were down in 2018 while speakers' charges were up because most speakers asked for their fee to be paid to themselves rather than to a charitable organisation.

6.7 The subscription is increasing even though the 2018 balance is some £2,000 better than that of twelve months earlier because stock, in the form of paper and consumables, was purchased towards the end of 2018 but paid for in 2019.

6.8 There are the two items in the bottom right hand corner of page 2 of the accounts marked with asterisks. At the end of 2017 Judith forgot that two purchases, a cable and mobile public address system, which had appeared as expenses under venues, should have appeared in the stock valuation at the end of 2018. To retain the same overall valuation the asterisks have been inserted. In the centre column, the valuations of these same items have been slightly increased. As equipment is devalued by 20% or 1/5 of its original value each year, £19.99 and £64.08 have been rounded to the nearest five pence.

6.9 Though it looks as if the Paypal Account was not used, any balance remaining in that account was transferred to the main account at the end of the year.

6.10 John Hellis proposed that the accounts be adopted. This was seconded by Iain Miles and passed unanimously.

7. Publications Sub-Committee Report:

The following report by Chris Cooper had been circulated prior to the meeting and there were no points arising.

7.1 The usual 3 Bulletins have been produced during the year. Colour photos have improved the appearance of the Bulletins.

7.2 The subcommittee is looking forward to receiving Stephen Miles' work *Untold Riches – Oil and Fraud in West Somerset* for publication. Work on other publications has taken a back seat due to the members' involvement in the forthcoming IA Conference.

7.3 Looking ahead to the conference, the site notes will be published in house and some surveys will need reprinting to ensure there are enough stocks for expected sales at the book stall.

8. Conferences Sub-Committee Report

The following report by Peter Daniel had been circulated prior to the meeting and there were no points arising.

8.1 SWWRIAC was held at West Coker village hall/Dawe's Twineworks on 14th April 2018. It was very successful and good feedback was received. SWWRIAC 2019 is being held at Saltford on 6th April 2019. Mary Miles will be talking about recording Watchet Paper Mill.

8.2 The 2019 AIA national conference will be held at Cannington College, between 9th August and 14th August 2019.

On Friday 9th August there will be a seminar which is organised by the AIA. SIAS has suggested the topic of Tourism and Industrial Heritage. SIAS has also suggested various speakers.

8.3 The Conference proper starts on Friday evening with a talk on IA in Somerset. Further talks will be given on Saturday and presentations by award winners. Speakers have been selected.

8.4 The Conference Dinner with presentations etc. is at Taunton Racecourse on Saturday evening.

8.5 The AGM is on Sunday morning followed by the Rolt Memorial Lecture, this year given by Peter Stanier

8.6 From Sunday afternoon onwards there are 3 ½ days of visits to places of IA interest. Generally, there will be a choice of two. There are further talks on Sunday and Monday evenings and a skittles evening on Tuesday. The programme of visits is now arranged, and tour notes and commentaries will be prepared.

8.7 A new edition of the Somerset Gazetteer will be provided to attendees. All the survey work is complete and all the text and maps will be complete by April ready for printing. It is intended that the Gazetteer will be given free of charge to SIAS members (subject to them paying for postage if necessary).

9. Field Officer's Report

The following report by Peter Daniel had been circulated prior to the meeting and there were no points arising.

9.1 Review of meetings and visits last year: There was the usual programme of Winter meetings, plus the AGM. Attendances were very good with a maximum of nearly 80. There was a good visit to Numatic in February and a second visit is scheduled. There is still a long waiting list and Peter said he would try to arrange another visit next winter.

9.2 Six well attended summer visits took place: Bideford/SS Freshspring, Langport fossick, Upottery Airfield, Frome fossick and Underfall Yard & Cumberland Basin, Bristol. A visit to Drakelands Mine, Hemerdon, was scheduled but cancelled by Wolf Minerals. There was also a 3-day visit to Hayle & Camborne areas jointly organised with the IA section of the Devonshire Association. It is intended to organise a similar joint visit this year.

9.3 Meetings and visits for the coming year: The Summer programme is being arranged at present and the full programme will be in the Bulletin and on the website. Possibilities include a Milverton fossick, Street fossick, Barnstaple and the Lynton & Barnstaple Railway visit, Pride of Cocklemoor visit – electric boat at Langport; Bridgetown Mill, Exton, Sheppey's or Perry's cider and a 3-day visit to mid-Cornwall with IASDA. The Autumn programme of talks will soon be under preparation.

9.4 Peter thanked all who helped at meetings: Chris, Barbara, Geoff and Brian for projection/sound systems, Geoff & Geoff for the bookstore and loan box and Iain and Mary for teas & coffees.

9.5 Fieldwork: The recording of Watchet Papermill has been finished; the Holnicote Estate Yard, survey and recording has been completed although there are other features which would benefit from further investigation. A report has been prepared and sent to the National Trust. The Pitminster waterwheel survey has been drawn up and an article is in preparation. There was a possibility of a survey at Edge Tool Works, Doulling. Some other projects are under discussion.

9.6 Planning applications for Mendip DC, West Somerset DC & Exmoor National Park: There has been little of major interest. Peter has commented on a few applications, mainly in a neutral or supportive manner.

9.7 Health & Safety Policy: A copy will be available at the meeting. If any member has questions or concerns or suggested amendments, Peter would be pleased to hear from them. Risk Assessments are also available.

10. Archivist's Report

The following report by Brian Murless had been circulated prior to the meeting and there were no points arising.

10.1 Somerset Historic Environment Record (SHER) SHER now administers the HER for the Unitary Authority of B&NES. Brian continues to contribute to the Somerset HER and this year will see the numbered entries quoted in the new SIAS Gazetteer. This will be mutually beneficial giving SIAS publicity for its activities and additional information for SHER not available in the publication.

10.2 Enquiries and researches. Brian has been kept busy responding to enquiries, a number of which derive from family history research where there are links to industrial occupations. This work can take time but generates much goodwill towards SIAS for providing this service.

10.3 Digitising Glass Plates. The South West Heritage Trust has received a grant to purchase a new camera capable of digitising photographic glass plates. This will hopefully enable the completion of the Kenyon Collection and 'unlock' other plates at the Somerset Heritage Centre which are often little known being inaccessible in their present format.

10.4 C.A. (Sandy) Buchanan. Brian has carried out a manual audit of the society's publications revealing Sandy's immense contribution over the past forty-six years. From this a select bibliography has been compiled and a framework for the committee to inform future activities in remembrance of Sandy.

10.5 West Coker Publication. Richard Sims is moving towards completion of a new book on Coker Cloth which includes details of the two rope and twine works at West Coker. SIAS has been involved with both sites in its history and was able to supply written and photographic evidence from the Archive.

10.6 Planning Matters. The local authority has been reformed as Somerset West and Taunton Council. During the year there has been a further focus on Tonedale Mills, Wellington. An Urgent Works Notice was served on the developer regarding a building and the 1870's Grade II* Listed former spinning block has been put up for sale. A local group, Wellington Mills Community Interest Company, has been formed and is currently seeking from the County Council the designation of a former factory recreational area to have the status of a public open space.

11. Publicity Officer's Report

The following report by Geoff Roughton had been circulated prior to the meeting and there were no points arising.

11.1 Attendances at meetings during the Autumn 2018 and Winter 2019 programmes continued at the encouraging levels seen in recent years. This is due to our excellent website managed by Chris Cooper and the interesting programmes put together by Peter Daniel. Once the new venue has been confirmed, the publicity effort will be directed to ensure all members and prospective visitors are aware of the change in time for the Autumn 2019 programme.

11.2 Regarding publicity, the Autumn and Winter programmes were again placed on Taunton Deane's "Visit Somerset" website and were listed in the County Gazette. Programme fliers, produced by Chris, are a popular and extremely useful publicity tool. Together with posters they are placed at 16 locations around Taunton, Wellington and Bridgwater, though fewer in winter when some locations are closed. Programmes are also sent to 4 local societies, and all 34 Somerset libraries through the Library Distribution Service. This pattern is expected to continue in the forthcoming SIAS year.

11.3 The possibility of publicity in schools was raised at the last AGM. This was discussed by the committee and advice sought, which was that approaches to that sector would be largely unsuccessful.

12. Webmaster's Report

The following report by Chris Cooper had been circulated prior to the meeting and there were no points arising.

12.1 Other pressures have resulted in no changes being made to the website this year. Chris hopes to rectify this in the year ahead.

12.2 The digitisation of old Bulletins is proving difficult to implement but the work remains in hand.

12.3 Once the new Gazetteer has been published there are plans to use many of the hundreds of photographs taken by the surveyors to form a visual archive of many of the Industrial Archaeological sites in the county.

12.4 Chris intends to instigate a new area where all the various administrative documents and forms will be made available for download.

13. Adoption of Change of Society to Charitable Incorporated Organization

13.1 The proposed constitution had been circulated to all members.

13.2 Barbara Cooper proposed that the new constitution be adopted, and this was seconded by Peter Burnett. The meeting approved the adoption unanimously.

14. Election of Officers and Committee

14.1 Mary named the three officers, herself, Chairman, Geoff Fitton, Secretary and Judith Marchent, Treasurer. Of the other committee members, all were willing to stand for re-election except for Denis Dodd.

14.2 Peter James proposed that the officers and committee, Peter Burnett, Barbara Cooper, Chris Cooper, Peter Daniel, Iain Miles, Brian Murless, Geoff Roughton and Geoff Ward be re-elected *en bloc*. This was seconded by Alan Cockett and carried unanimously.

14.3 Mary thanked Denis for his work on the committee over many years. She stressed that the committee needed new blood and reminded the membership that Judith would be standing down as treasurer at the end of 2019.

14.4 John Hellis was proposed as a committee member by Iain Miles and seconded by Judith Marchent, but he declined to accept at the present time.

15. Health and Safety Policy

The Health and Safety Policy was reviewed and deemed satisfactory.

16. Data Protection Policy

16.1 The Data Protection Policy had been circulated to members in advance of the meeting.

16.2 Its adoption was proposed by Barbara Cooper, seconded by Peter Burnett and carried unanimously.

17. Any Other Business

17.1 Mary explained that the present premises would no longer be available, and that the Committee were trying to find a suitable alternative.

17.2 Mary asked whether the new formula of sending out the reports in advance was satisfactory and the meeting was in favour.

The meeting closed at 7.50pm.

PRESIDENT'S REPORT

I am very gratified to be elected as President of SIAS, especially as successor to Sandy Buchanan who was such a doyen of industrial archaeology in Somerset. It is rather daunting following Sandy who did so much over so many years. I am only sorry that I am not able to be at the AGM itself.

I think we can look back on a very successful year which included hosting the AIA Conference in August, publication of the new Gazetteer, transition to a new venue for winter meetings, and progress on a searchable database of past Bulletins and Journals. All of these will be reported on elsewhere so I will not comment further.

Looking ahead, we are beginning to think about how we celebrate the 50th anniversary of SIAS in 2022. Further ahead we will again be hosting the South West and Wales Regional IA conference, probably in 2024. Both these events will require planning and the Committee would welcome suggestions and ideas.

The one aspect of SIAS that concerns me is the age of Society members and the numbers willing to get actively involved. I know that this isn't a problem unique to SIAS. I read an article recently referring to this problem being common to most voluntary organisations from churches to golf clubs, from heritage railways to rambling groups. Causes that have been identified as common include later retirement ages, reduced leisure time available for those in work, and a more transient less-rooted population. SIAS has so far partly bucked this trend by mostly retaining membership and continuing to have a complement of officers (not without some difficulty). However, we do need to keep an eye on this issue and not think that things will always continue as they are.

Having said all that, I think we can justifiably look forward to continuing progress next year.

Peter Daniel

CHAIR'S REPORT

This last year has been exceptionally busy for SIAS. Firstly, I would like, on your behalf, to thank all the Committee and sub-committee members, who have spent much of their time on the Society's behalf in a wide range of fields. As the Officers will be reporting on this themselves, I will not duplicate things by repeating them here. I thank them all for their enthusiasm and commitment to the goals of the Society.

You will know that during the year we chose a new President – Peter Daniel. This is entirely an honorary position and was in recognition of the big part he has played in making the Society a success over many years. He has organised the evening meetings and the summer visits. He has led us on various excavations and studies of sites, and, of course, over the last year led the group that produced the new Gazetteer and made the arrangements for the hosting of the national AIA Conference. Considering that he does not now even live in the county, this has been a huge commitment on his part.

I will not re-iterate the various things which Peter has mentioned in his address, with one exception. That is the need for volunteers. As you know, Judith has been trying to retire as Treasurer for the last few years. We have put out appeals without success. Finally, we now have someone who is willing to take on the task, in addition to the other jobs she does for SIAS. However, you should know that the committee found that under the constitution, while we could technically dispense with almost everyone on it, the exception was the post of Treasurer! We could not leave the post vacant and try to manage between ourselves. In essence, if someone had not been forthcoming the Society would have had to fold once Judith retired. It was a serious position. So, I am appealing to the membership, do not be shy – we won't eat you! But we do need some fresh faces and ideas. If you think you could come along to a committee meeting to see what we do on your behalf, do let us know. If you then think that is not for you – well, you did try it out, but you may find you like the banter and are interested in aspects of things we do which you may not be aware of. Who knows, you may even decide that it is something you would like to be involved with!

While on the subject of the Treasurer, we should pay tribute to Judith and all that she has done for SIAS over her years as Treasurer. She has been a friendly face taking the subs and managing our finances, and I am sure has got to know most members, and certainly all of you present. So, on your behalf I would like to present her with a small token of our appreciation.

Mary Miles

SECRETARY'S REPORT

The AIA Annual Conference for 2020 will be held at Liverpool in August. Full details are on the AIA website: www.industrial-archaeology.org

A Planning Application has been submitted to demolish the animal feedstuffs mill (now disused) at Bridgwater Docks. SIAS has written in opposition to this plan on the grounds that the building is an important part of the industrial heritage of Bridgwater and that no serious attempt has been undertaken to find an alternative use for the building. SIAS has an additional interest in this site having during the past year discovered the remains of a 19th century brick kiln there.

Geoff Fitton

TREASURER'S REPORT

[please refer to the accounts at the end of this document]

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Under both income and expenditure Conferences refers to the Association for Industrial Archaeology (AIA) Conference in 2019 and South Wales and West of England Regional Industrial Archaeology Conference (SWWERIAC) in 2018.

In 2019 donations were received to the value of £819.29, of which £785.79 was from Taunton Deane Archaeological Research Committee. That was the sum remaining in the fund, when it wound up a few years ago. We received the money in 2019 and felt that it should be restricted for use in the area covered by the former Taunton Deane Borough Council.

At first glance we appear to have had an enormous increase in turnover of publications but this is not quite the case. We paid £1,347.40 for 1000 Gazetteers and promptly sold 600 copies to the AIA for £806.40. Additionally, Peter Burnett and Barbara & Chris Cooper took the Book Box to the AIA Conference and sold publications to the value of £312.50. At the very start of 2019, I collected 250 reprint copies of "The Somerset Coalfield" at £695.00. Finally, for £176.00, 22 copies of "Coker Canvas" were purchased from the writer, Richard Sims, for sale, initially, at the Conference.

Membership is down from 153 full members and 21 family members to 129 and 21 respectively. This can be explained by the increased subscription, natural wastage, ill health, change of venue and former members moving out of area. Overall, however, subscriptions raised £300.00 more than in the previous year.

Charitable donations include our Membership Subscription to the AIA, which is a charity, and to speakers, who have requested that their fee be a donation to a charity of their choice.

The AIA covered most of our Conference expenses. We did, however, make the decision to provide local cheese and cider, mainly at S. I. A. S' expense for the reception. For safety reasons it was decided to provide hi viz vests for Conference delegates on walkabouts and to retain these vests for our own members use at future fossicks.

Though our income increased by £747.83, unfortunately our expenses increased by £2,532.44 leaving us with an overall deficit for the year.

Page 2

As he was unable to attend the last few SIAS 2019 meetings with others kindly looking after the Book Box, Geoff Fitton was unable to pass on excess monies as he normally does. Consequently, the publications petty cash was much higher than usual. As can be seen at the foot of page two, equipment and stock have increased in value.

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Though the balance in the current account is lower than in the previous year, the balance in the National Savings account, and Petty Cash are higher and the Equipment and Stock Levels are higher. Overall our total valuation was better than it was twelve months earlier.

Finally, as this will be my last report to you as your treasurer, I would like to thank all those committee members with whom I have worked during the last twenty years; most particularly, Geoff Fitton, whose help in my early years as treasurer, was above and beyond the call of duty. He was always there to answer every query that I had; and there were many queries! When I took over, I had only been a member for two or three years and on the Committee for only one; I was quite a greenhorn.

While I know that I shall miss the interaction with you, the members, from receipt of your subscriptions to greeting you at meetings, equally I appreciate that now is the time to pass the mantle on to a successor. I trust that your new treasurer/membership secretary enjoys doing the job as much as I have.

Thank you all for your kindness and friendship. It has been my pleasure to serve you!

Judith Marchant

PUBLICATIONS SUBCOMMITTEE REPORT

The 'PubSub', Geoff Fitton, Mary and Iain Miles, Peter Daniel, Barbara & Chris Cooper and Peter Burnett, has met regularly throughout the year, usually ahead of the publication of each Bulletin, to consider the content. The usual 3 Bulletins have been published and distributed to all members during the year.

More copies of several of the Surveys printed in-house have been produced - sometimes more than one batch! Printing for the AIA Conference last summer meant producing 120 copies of the tour notes, 16 pages long, which we are considering making available to members who did not attend the conference, possibly on a print on demand system.

The subcommittee is looking forward to receiving and publishing Stephen Miles' work "*Untold Riches – Oil and Fraud in West Somerset*" shortly, and work on other publications continues.

The Subcommittee would be delighted to hear from any member who would consider publishing the information they have collected in their areas of expertise.

Chris Cooper

CONFERENCE SUBCOMMITTEE REPORT

During 2019 Conferences Sub-Committee was solely concerned with the AIA Conference in August.

Association for Industrial Archaeology (AIA) annual conference 2019

- The 2019 AIA national conference was held at Cannington College, between 9th August and 14th August 2019, hosted by SIAS for the first time.
- The whole conference went well, we received good feedback, and there were no major problems.
- I would like to thank all those SIAS members who helped with guiding of visits, manning the book stall, managing the IT systems at the college, gave talks, dealt with administration and organisation.
- On Friday 9th August there was a seminar, organised by the AIA, on the topic of Tourism and Industrial Heritage. This was a successful seminar.
- The Conference Dinner with presentations was at Taunton Racecourse on Saturday evening and proved to be an excellent venue with lovely views.
- The AGM was on Sunday morning followed by the Rolt Memorial Lecture, which was given by Peter Stanier
- From Sunday afternoon onwards there were 3 ½ days of visits to places of IA interest, generally a choice of two. Visits went well apart from a coach breakdown on the final morning. The weather was mostly kind. All attendees were provided with tour notes for the visits and SIAS is looking at printing some extras for purchase by the general membership.
- A new edition of the Somerset Gazetteer was produced. 1000 copies were printed of which the AIA had 600 for their members and SIAS had 400 for our members and for general sale.

Peter Daniel

FIELD OFFICER'S REPORT

1. Review of meetings and visits last year

- Winter meetings. Usual programme and AGM
- Transition to new meeting venue at Silver St Baptist Church gone without any major problems and attendances have continued to be very good.
- Summer visits. Fewer visits scheduled last year due to commitments to the AIA Conference. The proposed visit to Sheppey's cider had to be cancelled due to shortage of bookings. Other visits took place as planned including two trips on the Duchess of Cocklemoor at Langport; Street fossick; Milverton fossick; Bridgetown Mill, Exton; and a joint two day visit to Luxulyan area with IASDA. All visits well attended.

2. Meetings and visits for coming year

- Summer programme being arranged at present. The full programme will be in the Bulletin and on the website. Possibilities include Bridgwater Docks fossick; Creech St Michael fossick; Saltford Brass Mill plus something else in vicinity; Wadworth's brewery, Devizes; Westford Pumping Station, Wellington; Bishops Lydeard Mill; 2-day visit to Caradon/Minions area of Cornwall with IASDA.
- Autumn programme of talks will be started soon.
- Thanks to all who help with meetings: Chris and Barbara for projection/sound systems; Geoff and Geoff for bookstore and loan box

3. Fieldwork

- Reports on Holnicote Estate Yard and Pitminster waterwheel should be appearing in the Bulletin later this year.
- Edge Tool Works, Doulling – possible survey in April
- Some other projects are under discussion.

Peter Daniel

ARCHIVIST'S REPORT

IA Sites in Print

The hosting of the AIA Conference at Cannington provided a unique opportunity to take stock of those sites since the First Guide and Gazetteer (in 1996) which had disappeared and others which were relatively newly discovered and thought worthy of inclusion in the new publication prepared for the Conference and for members.

In addition, some sites also had descriptions in a booklet prepared by SIAS for the Tour Guide to the associated events which accompanied the Conference and the one for the Bridgwater visit was particularly informative.

This complemented the usual task of contributing to the Somerset Historic Environment Record which continued as usual throughout the year. This receives enquiries to the Society about text and illustrative entries and those images compiled for the new gazetteer will be posted on the SIAS Website.

Enquiries and researches

After nearly fifty years of historical research, SIAS has been able to deal with enquiries, sometimes quite obscure, about Somerset's industrial heritage, a process now being enhanced by online searches. The increased number of Bulletins since the publication of the two indexes compiled by Martin Bodman make it imperative that this continues providing access to the Society's growing Archive.

Digitising Glass Plates

Equipment to photograph glass plates has now reached a point where a programme of photographic work can shortly commence. A high priority is being given to the Kenyon Plates which will complete the work supported by SIAS on the photographer's negative collection.

Brian Murless

PUBLICITY OFFICER'S REPORT

It has been pleasing to see that attendances at meetings during the Autumn 2019 and Winter 2020 talks have been maintained as we settled into our new venue. Our excellent website, and Facebook page, both managed by Chris Cooper, and the interesting programmes put together by Peter Daniel, have ensured that SIAS continues to be known as an active and welcoming society which encourages a broad range of relevant interests.

The programmes of talks were again placed on the "Visit Somerset" and County Gazette websites. The programme fliers produced by Chris have continued to be an invaluable publicity tool that can be spread widely at low cost and be given to visitors as a reminder that they can take away. Together with posters they are placed at 15-20 locations around Taunton, Wellington and Bridgwater, though fewer in winter when some locations are closed. Programmes are also sent to 4 local societies, and all 34 Somerset libraries through the Library Distribution Service.

However, programme advertising has a limited shelf-life. Now that we have a new venue, your committee intends to substantially revise the "Join SIAS" leaflet that was last printed some years ago. It is intended that these will not be time-limited, so can be left in the above locations for longer periods, thus ensuring that SIAS literature is continually in the public eye.

Geoff Roughton

WEBMASTER'S REPORT

After experiencing considerable difficulties with compatibility issues, the digitisation of early SIAS publications is now proceeding. The fifteen earliest Bulletins and Journal 1 are now searchable online but, for the time being, are hidden behind a 'secret portal' on the website until a new page has been designed for public use.

It is hoped to start work soon on developing an on-line visual gazetteer using many more of the images gathered for the newly published printed gazetteer.

A reminder of the SIAS website address:

www.sias.me.uk

The SIAS Facebook page can be accessed from the web site or directly at:

<https://www.facebook.com/SomersetIndustrialArchaeologicalSociety>

Chris Cooper

HEALTH AND SAFETY POLICY

1. Introduction

Somerset Industrial Archaeological Society (SIAS) is a voluntary organisation. It possesses no premises and has no employees. This Policy sets out the Society's arrangements and responsibilities in managing the Health and Safety of its members and officers.

2. Responsibilities

The Trustees of the Society have overall responsibility for Health and Safety, for implementation of this policy, and for communication with members. The responsibility for Risk Assessments has been delegated to the Field Officer.

3. Risk Assessments

The Field Officer will ensure that written Risk Assessments are carried out for all activities before they are undertaken. Risk Assessment outcomes will be recorded and resulting actions implemented as follows

- Risk Assessments will be carried out for routine activities including winter meetings, visits and fossicks
- Risk Assessments will be carried out for all fieldwork activities including surveying, recording, archaeological investigation and vegetation clearance. These will be site and activity specific.
- All actions arising from the Risk Assessments will be communicated to the Trustees at a Committee Meeting who will ensure that these are implemented

- The existence of the Risk Assessments, and requirements for action, will be communicated to those involved

4. Policy Review and Consultation

This policy will be reviewed at the Annual General Meeting in March each year. There will also be an opportunity at this meeting for consultation with members on the Policy, and Health and Safety matters generally.

DATA PROTECTION POLICY

Introduction

The General Data Protection Regulations, which came into force in May 2018, requires the Somerset Industrial Archaeological Society (“SIAS”) to define its policy on why personal information is collected, how it is used and stored, and who is authorised to use it.

Reasons for holding personal data.

SIAS needs to hold personal data about its members in order to:

- maintain a record of the membership so as to be able to communicate with members by post, email or telephone on matters concerning membership of SIAS and send the Bulletin.
- manage payments of subscriptions to SIAS. maintain a record of donations to SIAS.

What personal data is held?

- Members’ names, postal addresses, email addresses, telephone numbers, membership category and payment status. Bank details of those members who pay by Standing Order.
- Members personal information is treated as confidential and will never be shared with third parties without the permission of the individual member concerned.

Who uses this data?

- The Data Controller is the Chair.
- The Data Processors are:
 - the Honorary Treasurer (for subscriptions and donations)
 - the Honorary Secretary (for communications with members)
 - the Membership Secretary (for monitoring and collecting members’ subscriptions)
 - the Field Officer (for organizing field trips and contacting participants)
 - the Publications Officer (for distributing the Bulletin)

Where is the information stored?

- Electronic records are maintained by the Membership Secretary. Paper records are held by the Data Controller and Data Processors.
- Electronic data is kept at the residences of the Data Controller and the Data Processors.
- Electronic data is also held online in secure password protected data storage facilities accessible only by the Data Controller and Data Processors.

Retention of personal information.

- SIAS will store members’ personal information for as long as they are members.
- If any member specifically informs SIAS that they are terminating their membership, any data SIAS holds concerning that individual will be erased immediately.
- Members of SIAS who fail to pay their annual subscription will be assumed to have terminated their membership at the end of any period of grace which may have been granted and/or at the annual review of membership.

Consent for data collection and storage

- All members of SIAS will be asked for personal information and for their consent to this information being stored in accordance with the terms of this policy.
- All new members of SIAS will be given a copy of this Data Protection Policy
- By paying the annual membership subscription to SIAS you are deemed to have consented to SIAS using your personal data in accordance with the terms laid out in this Data Protection Policy. Consent may be withdrawn at any time by contacting the Membership Secretary in writing.

The rights of individuals

The General Data Protection Regulations include the following rights for individuals:

- the right of access to the data SIAS holds about them.
- the right of rectification of any data SIAS holds about them.
- the right to require the erasure of any data SIAS holds about them.
- the right to restrict processing of any information SIAS holds about them. the right to object to SIAS holding information about them

Income and Expenditure Account for the period 1 January 2019 to 31 December 2019

	2019	2018
<u>Income</u>		
A. I. A Conference Contribution	275.00	
Donations	33.50	111.95
Donations- Restricted Funds	785.79	
Gift Aid Account	332.54	247.30
Publications sold		
Receipts	1,845.70	535.17
less Paypal fees	<u>-4.89</u>	<u>-6.15</u>
	1,840.81	529.02
Refreshments	0.00	5.00
Stamps	11.06	
Subscriptions		
a) 2017/2018		138.00
b) 2018/2019	84.00	1,806.00
c) 2019/2020	2,132.00	0.00
less Paypal fees	<u>-1.51</u>	<u>-1.90</u>
	2,214.49	1,942.10
Conferences		
Receipts	0.00	1,960.00
plus Paypal surcharges	0.00	2.88
less Paypal fees	<u>0.00</u>	<u>-2.73</u>
	0.00	1,960.15
Visitor Contributions	186.00	148.00
Visits	0.00	4.00
Interest		
National Savings Account	<u>45.75</u>	<u>29.59</u>
Total income for the year	5,724.94	4,977.11
<u>Expenditure</u>		
Annual General Meeting	55.07	38.60
Charitable donations	105.00	92.00
Committee meetings	6.30	6.90
Conferences	398.22	1,793.10
Donations	0.00	0.00
Equipment consumables		1.99
Equipment maintenance	195.70	0.00
Fieldwork materials	0.00	0.00
Information technology	100.00	0.00
Insurance	117.60	117.60
Meetings		
a) speakers	150.00	305.00
b) venues	<u>362.32</u>	<u>350.00</u>
	512.32	655.00
New Equipment	57.59	
Postage and carriage		
a) bulletins	338.59	252.61
b) publications	26.01	60.58
c) other	<u>0.00</u>	<u>0.00</u>
	364.60	313.19
Printing - consumables	1,688.78	301.75
Publications purchased	2,244.90	0.00
Stationery	44.39	7.90
Subscriptions to other organisations	0.00	0.00
Visits	0.00	30.00
Total expenditure for the year	5,890.47	3,358.03
Balance (or deficit) of income over expenditure	-165.53	1,619.08

Petty Cash accounts 2019

	2019	2018
Cash in hand at 1 January		
a) publications	56.70	70.00
b) refreshments	<u>16.02</u>	<u>16.56</u>
	72.72	86.56
Cash in hand at 31 December		
a) publications	166.65	56.70
b) refreshments	<u>20.77</u>	<u>16.02</u>
	187.42	72.72

Equipment and Stock valuation 2019

Equipment and stock valuation at 1 January

<i>Equipment valuation</i>		
Amplification System	0.00	0.00
Cable	16.00	20.00
Computer	0.00	0.00
Display boards	0.00	0.00
Folding machine	339.60	509.40
Laptop	0.00	0.00
Mobile Public Address System	51.28	64.10
Printer	392.52	588.78
Projector - digital	0.00	0.00
Projector screen	0.00	0.00
Projector - slide	0.00	0.00
Projector stand	<u>0.00</u>	<u>0.00</u>
	799.40	1,182.28
<i>Stock valuation</i>		
Paper	315.26	185.00
Printer consumables	395.62	783.00
Publications at cost price	2,137.15	2,318.05
Stamps	158.00	
Stationery	<u>93.00</u>	
	<u>3,099.03</u>	<u>3,286.05</u>
Total equipment and stock valuation at 1 January	3,898.43	4,468.33

Equipment and stock valuation at 31 December

<i>Equipment valuation</i>		
Amplification System	0.00	0.00
Cable	12.00	16.00
Computer	0.00	0.00
Display boards	0.00	0.00
Folding machine	169.80	339.60
High Viz Vests	57.60	
Laptop	0.00	0.00
Mobile Public Address System	38.46	51.28
Printer	196.26	392.52
Projector - digital	0.00	0.00
Projector screen	0.00	0.00
Projector - slide	0.00	0.00
Projector - stand	<u>0.00</u>	<u>0.00</u>
	474.12	799.40
<i>Stock valuation</i>		
Paper	97.78	315.26
Printer consumables	219.81	395.62
Publications at cost price	2,917.85	2,137.15
Stamps	107.90	158.00
Stationery	<u>287.00</u>	<u>93.00</u>
	<u>3,630.34</u>	<u>3,099.03</u>
Total equipment and stock valuation at 31 December	4,104.46	3,898.43

Somerset Industrial Archaeological Society

Balance Sheet 2019

Balances at 31 December

	2019		2018
<i>Balance in Treasurers account</i>			
<i>Gift Aid Fund</i>	797.31	569.77	
<i>Memorial Fund (T. Settingington)</i>	140.67	140.67	
<i>Restricted Funds</i>	785.79		
<i>General Funds</i>	<u>1817.48</u>	<u>3042.09</u>	
	3541.25		3752.53
 <i>Balance in Paypal account</i>			
<i>Publications</i>	0.00	0.00	
<i>Subscriptions</i>	<u>0.00</u>	<u>0.00</u>	
	0.00		0.00
 <i>Balance in National Savings Account</i>	6353.74		6307.99
 <i>Cash in hand</i>	187.42		72.72
 <i>Equipment and Stock</i>	4,104.46		3,898.43
	<u>14,186.87</u>		<u>14,031.67</u>

I have read the books together with the receipts and payments of the above fund and related vouchers, and obtained all the information and explanations I required.

Signed *Jean M. Allgrave* Date *10/2/20*