

MINUTES OF THE ANNUAL GENERAL MEETING OF THE DARTMOOR TRUST HELD AT PARKE, BOVEY TRACEY AT 1530 MONDAY 18 NOVEMBER 2019

Present: Nick Atkinson\$, Simon Butler\$, Charlotte Catto"*, Tony Clark"*
(Chairman), Andrew Cooper"*, Tim Emerson"*, Alli Gibson"*, Lady Kitson\$, Gen Sir
Frank Kitson, Peter Mason", Bernard Mills, Ashley Smith, Gilly Tulley-Rogers, Chris
Walpole", John White"*, Richard Wraith"

Apologies: Richard Bayly", David Beattie" Leyland Branfield", Dru Butterfield", Ric
Cheadle", Ann Cole", Simon Dell", Jamie Dunbar, Sue Eberle*", Roger Gash", Brian
Le Mesurier", Peter Harper", Paul Rendell", Philip Sanders\$, Sue Viccars",

Key: \$ Subscribers, * Trustees and " Members.

The Chairman welcomed Subscribers (the original Members), Members and
Trustees to Parke and the Annual General Meeting of the Dartmoor Trust.

ITEM 1 – ACCEPTANCE OF THE MINUTES OF THE PREVIOUS MEETING HELD ON 18 NOVEMBER 2019

1. The Minutes were agreed and duly signed.

ITEM 2 – CHAIRMAN'S REPORT –

2. Lt Col (Retd) **Tony Clark** OBE summarised the year's events and activities.
 - a. The Trust and its Archive have continued to 'do good' for Dartmoor. There have been 3 formal Trust meetings and, in addition the Trustees have met informally on several occasions. I am most grateful for the Trustees support in completing the various tasks they have kindly accepted.
 - b. Archive. **Simon Butler** is the lead for the 27,000 collection of images, video and oral records, and documents mostly of Dartmoor. The Archive continues to grow. Although we believe we have digitised and make available to the public all the major collections, I am still surprised at the number of collections we continue to be offered. Simon also organised, in conjunction with Manaton, a magnificent auction that raised the Trust's profile as well as raising money for the Trust and Manaton charities. We will hear more about this successful event shortly.
 - c. Social Media. **Charlotte Catto**, co-opted as a Trustee this year, has introduced and developed our Instagram and Twitter accounts delving into the Archive several times a week and posting themed examples of our images and descriptions. Having gathered an audience of nearly 900 on both social media, our intention is to ask for further information on images and to recruit volunteers to help with scanning and descriptions.
 - d. Grants. **Sue Eberle**, who is holidaying in Australia, looks after grants and donations. Her report will be given later by **Tim Emerson**, who provides legal experience and great common sense.
 - e. Link with DNPA. **Andrew Cooper** is appointed to the Trust by the National Park Authority to liaise and keep us updated on activities.
 - f. Support. Trustees **Alli Gibson** and **John White** are great supporters providing various assistance, recently welcoming guests to the Manaton Auction and running the bar.

g. In addition to the Trustees, **Jamie Dunbar** does an enormous amount of work on the Trust and Archive websites. Over the past 9 months he has updated and modernised the websites, making the Archive more inter active with the users. **Ann Cole**, this year's Chair of the Tavistock History Society, provides continuity and experience. And we still seek volunteers and prospective Trustees such as **Gilly Turley-Rogers**.

h. Treasury. Last, but not least as a lead into the next Item, Trustee **Richard Wraith** manages our accounts and investments effectively and highly efficiently.

ITEM 3 – TREASURER'S REPORT

3. Capt Richard Wraith CBE RN highlighted the state of our finances in rounded figures:
 - a. Bank £8,750. (Less the £1,650 paid in this FY for HM Williams so actual now is £7,753).
 - b. Stockbroker (Brewin Dolphin) £134,500. Estimated Income £3,400 pa.
 - c. Charity Investment (CCLA) £129,350. Income £650 pa
4. Richard was thanked profusely for his time consuming, conscientious work in reducing our accounts to one bank, sorting signatories, organising Gift Aid, introducing card and BACS transactions, dealing with legacies and donations, and prompt payment and credit of transactions. As directed by the Trustees, he will be simplifying our accounting by amalgamating the Unrestricted Fund and Restricted Funds.

ITEM 4 - REPORT OF THE DIRECTORS AND FINANCIAL STATEMENTS FOR THE YEAR ENDED 30 JUNE 2019

5. Ashley Cole of H M Williams, Certified Chartered Accountants, tabled the *Report of the Directors and Financial Statements for the year ending 30 June 2019*. Copies are available on request.
6. He made the following points:
 - a. The detailed explanation of the accounts on Page 6 are at Pages 8 & 9.
 - b. Support costs are predominantly £3,000 to Torquay Museum digitising the Worth Collection.
 - c. The bottom line is that expenditure exceeded income by £7,000.
 - d. Taking investments into account, Page 7 shows that the Trust has increased in value by £5,000.
7. The Report was accepted unanimously. The Chairman thanked Ashley and his staff for their work in preparing and presenting the accounts.

ITEM 5 – APPOINTMENT OF ACCOUNTANTS BY THE SUBSCRIBERS AND MEMBERS

8. HM Williams, Certified Chartered Accountants, has offered to continue as the Trust's accountants and have the support of the Trustees.

Proposed: Andrew Cooper

Seconded: Alli Gibson

ITEM 6 – APPOINTMENT OF THE TRUST’S PATRON

9. The Trustees request for endorsement of Lady Kitson OBE DL as the Dartmoor Trust’s Patron was warmly agreed. Elizabeth was a founder Subscriber of the Dartmoor Trust and has been a stalwart Trustee ever since. A floral tribute was presented amongst applause.
10. Elizabeth replied “I am flattered and surprised to have been made a patron of the Dartmoor Trust – thank you. I think the Trust has done a fantastic job since being passed Charitable Legacies by the National Park Authority. Saving the pictorial record of Dartmoor is hugely important. It has been a massive project to digitise the past and important to keep the record going for the present and the future. This has been the main work of the Trust but it has also supported other worthwhile causes around Dartmoor. The challenge is to make ourselves known and to keep money coming in for us to continue this important work. I would like to pay tribute to all the Trust members, both past and present, and thank them for all their hard work and time. I wish the Trust every success in the future.”
11. Nick Atkinson, who was the National Park Officer when the Trust was formed 23 year ago, responded “a lot of thought went into the formation of the Trust. I was delighted that the original Trustees kindly accepted the invitation. Lady Kitson, in particular, brought enthusiasm and a strong presence to the Trust and I am personally delighted that she has now become the Trust's first patron. The Trust has achieved brilliant things and unlike the charities formed in most other National Parks has endured and flourished. It has done a tremendous job through its creation and maintenance of Dartmoor’s pictorial record, and through making grants to worthwhile causes. I add my tributes to thanking Trustees past and present.”

ITEM 7 - ELECTION OF TRUSTEES BY THE SUBSCRIBERS AND MEMBERS

12. Six Nominated Trustees: Simon Butler, Tony Clark, Sue Eberle, Tim Emerson, Alli Gibson and Richard Wraith offer themselves for re-election.
13. Three Co-Opted Trustees: The Nominated Trustees intend to co-opt Charlotte Catto and John White for 2019/20.
14. One Ex Officio Trustee appointed by the National Park Authority: Andrew Cooper.
15. Those present agreed to elect the Trustees in block.

Proposed: Peter Mason

Seconded: John White

ITEM 8 – REPORT ON THE DARTMOOR TRUST’S ARCHIVE

16. Jamie Dunbar, the Trust's energetic and diligent Webmaster, has undertaken a major revision of the Trust and Archive websites to make them more resilient, to modernise their looks, to automate data ingestion and record creation, to simplify administration and to make the Archive more inter-operable by users. The template chosen for the Trust's website has been activated and data ported across. More content will be added, and old material updated.

17. Statistics: Nearly 50% of our users access the Archive site on mobiles and tablets. In the past 12 months, the Archive website has recorded 125,000 visits each viewing many individual record.

18. Archive master data:

- a. Data is now stored in the 'cloud' as the primary store, which is cheaper, safer and accessible.
- b. Files are saved in Amazon Web Services and in a backup cold store in another region of the UK.

19. New features completed:

- a. Authorised users can upload new assets.
- b. The file's metadata (type, size, name etc) is recorded and the file is then stored into the archives.
- c. The web versions of the image or audio are also created automatically.
- d. The file appears in the "To Edit" list for further work.
- e. This system allows people to add media, create records and safely store the data without the Webmaster's intervention.
- f. Favourites can be added so a user can create a personal list of records. These are not currently sharable, but it might be fun to allow people to put together a set and make it public.
- g. Editing is now back where it should be - key words need to be added.
- h. Navigation between records when being viewed or edited is now a lot easier. This allows faster edits and more views.
- i. Authorised users can download the master files from the master repository from the website - removing the need for the Webmaster to source them manually.
- j. User feedback is now retained in the database and sent to nominated Trustees. This information is also now displayed on that record's edit screen for reference.
- k. The collection has a copyright notice that appears in the details box.

20. Features being developed:

- a. A Trust maintained gazetteer for geocoding records. This contains all OS grid references for Devon plus Dartmoor Crosses and Tors. A look up in the edit screen will be added so that location information can be quickly added.
- b. Implement elastic search.
- c. Guidance to the Trustees and authorised users on how to add content to the Website.
- d. Increase retention as not enough people come back week on week. More dynamic content, articles, posts on the Archive site would help this and promotion by the Trust's social media channels.
- e. Most traffic still comes from search - social is up but not as much as it could be. Closer links with social media are being investigated.

- f. Include in each record a request for donations.
 - g. Reinstate full commenting system.
21. Having highlighted the key improvements and actions from Jamie Dunbar's report, reproduced in full above, Simon Butler commented:
- a. Jamie is on top of the mechanics of how the website operates and has made improvements both cosmetic and technical.
 - b. We continue to receive enquiries from organisations and individuals requesting the use of photographs. Where the use is for commercial purposes, such as appearing in a film, TV or a book, the user is issued with a reproduction copyright form and an invoice. If a request is for personal, educational or charitable purposes the fee is usually waived.
 - c. We currently hold over 27,000 images on the website and have around 2,000 in hand to upload. Next year should see us exceeding the 30,000 mark. We hold large number of undigitised images a backlog that is increasing year on year. The obvious answer to this is to seek out and recruit more volunteers to aid in scanning but this in itself poses problems for those overseeing the archiving process. Recruiting such individuals, delivering batches of images to them and monitoring the scanning process to ensure technical requirements are met is time consuming. I can see no easy solution to this and perhaps it's time to look again at outsourcing this work professionally - but with much of the material we handle being unique and fragile in nature it is not easy to find commercial companies willing to take this on, and professional archiving such as used by museums is costly.
 - d. The requirement to ensure that accurate information is included alongside each image adds to the complexity of the process and, ideally, requires in-depth knowledge of the moor to ensure errors of identification are not perpetuated. In the absence of an immediate solution to these issues, my recommendation is that, rather than waiting for such editorial oversight, thus increasing yet further the backlog of images to be scanned, as many images as can be are uploaded, with or without accompanying data, in the expectation that this can be added in future.
 - e. There is some alleviation in reducing the backlog in that I have been working with the Widecombe History Society who have agreed to take on the digitisation of the material donated to the Trust by Stephen Woods. This comprises 50 farming diaries dating from the 1890s through to the 1960s, along with farming accounts, notebooks and personal items.
 - f. The History Society, in return for adding this information to their own archives, will provide the Trust with duplicate records for our own Archive.
 - g. In short, the demands of the Archive, as ever, outstrip the means by which it would ideally function. However, as a voluntary body, with limited resources, I can with confidence report that the principal aims of the Archive are being well maintained.
22. Social Media Report. Charlotte Catto reported on this year's initiative to bring more attention to the Dartmoor Trust Archive:

- a. Metrics: Instagram (@dartmoortrustarchive) followers number as of today at 845 (16th September 714 = 18.3% increase). Twitter (@dartmoorarchive) followers number as of today at 1081 (16th September 912 = 18.5% increase)
- b. The Trust's social media platform numbers continue to grow, and we enjoy a friendly and supportive audience. Based on the feedback we receive and the ever-increasing number of followers - we are appreciated. Our Trust and Archive are defining themselves as a relevant, consistent, responsive and positive brand on social media. Although mostly regional followers, we are seeing increased traffic coming from further afield such as Bristol, Oxford, London, Scotland, even further with North America and even Indonesia and Japan. Judging by the number of "likes" our audience appreciates when we post specific themed Dartmoor collections' such as the Tors, Crosses and currently the Neolithic chambers, settlements and circles.
- c. We continue to forge excellent relations and reciprocal support from DNPA on the Twitter platform by way of them regularly re-tweeting our posts and vice-versa.
- d. Thank you for entrusting me the work on our social media platforms. I continue to carefully source the posts and plan themes, but should you wish to suggest other themes – I welcome this and any other ideas or advice.
- e. My thanks to Jamie Dunbar for making my work more productive! So many improved aspects to mention but just to say here how incredibly beautiful it all looks and works. It will surely draw-in renewed interest to the Trust and see some new volunteers coming our way because of it!

ITEM 9 – REPORT ON GRANTS

- 23. Tim Emerson reported, on behalf of Sue Eberle, that the Trust had granted £1,000 towards the publication of *Railways Around Dartmoor* by Bernard Mills, the second book in the Trust's series of books about Dartmoor. The book had received enthusiastic reviews. Subscribers, Trustees and Members attending the AGM were each gifted a copy.
- 24. Tony Clark added:
 - a. One application was rejected as it didn't meet the criteria.
 - b. The Eligibility Criteria and Conditions, and the Application Form have been updated and are available on the Trust's website.
 - c. We might anticipate an increase in applications as the National Lottery Heritage Fund (NLHF) supported Landscape scheme ends this year. To maintain the momentum, a submission to NLHF is being prepared to build on the tremendous successes of the Parishscapes projects in the 14 parishes within the SE area. It is possible that bids might require some match funding to demonstrate community/Dartmoor support. A further bid is being drafted for a much larger bid to NLHF. Both bids are likely to cover the whole of the National Park.
 - d. Heritage Trails <https://www.dartmoor.gov.uk/wildlife-and-heritage/heritage/heritage-trails>, which the Trust supports with images for the Heritage Environment Records featured, continues to be a useful asset for those

exploring Dartmoor, especially those creating their own routes. We will be arranging for more photographs to be taken to fill the missing images gap.

25. Simon Butler reported:

a. The auction, held under the auspices of the Trust, was a great success attracting large numbers of visitors during the 2 weeks the Exhibition of William Henry Jones works ran, many of whom left sealed bids against the paintings. The evening auction itself also saw around 80 people attending and bidding on pictures was enthusiastic. All but two paintings were sold (sealed bidders failing to pay for or collect their pictures) and the total sum raised was £5,495.

b. The use of the Neadon Barn was generously donated by the Hunt family and the auctioneer, Phil Thomas, also provided his service and advice free.

c. The direct cost of staging the exhibition, advertising, printing and distribution of flyers and posters, along with additional lighting was wholly met by a grant from Manaton Parish Council, via MTMTE' Parishscapes. The print costs of producing the book (£2,200) were wholly met by the author, Simon Butler, through his company Freeland Media Ltd. The costs of staging the auction evening, including wine and food was £400.00, offset by £95 being donated on the evening, the remaining sum to be paid from the residue of picture sales, leaving £190 surplus.

d. Bryony Cullum, who donated the paintings, was in favour of the following division of income from picture sales: Manaton Church £2500, Manaton Parish Hall £2500.

e. Book sales (which are still ongoing) have raised £1240.00, all of which monies are to be donated to the Trust along with the residue of monies from picture sales. This sum, plus the residue of £190, is to be paid via Freeland Media Ltd to the Dartmoor Trust. Any further income from book sales will also be given to the Trust.

26. The Chairman thanked Simon for his leadership and tremendous efforts in liaising with the artist's granddaughter Bryony Cullum and her family, scanning over 50 watercolours and 500 pencil sketches, advertising the Event, organising and setting up the Auction as well as accounting for the sales. It was a tremendous effort, raising both funds and the profile of the Trust. Simon was also thanked for his generosity in donating the profits from the sale of his delightful book *A Manaton Century*, a paperback comprising 80 pages and including over 150 paintings, drawings and photographs depicting the changes that have taken place in the Parish over the past 100 years or so.

PRESENTATION BY BERNARD MILLS ON THE RAILWAYS AROUND DARTMOOR

27. Bernard gave a fascinating presentation illuminated by photographs from his massive collection and images from the Dartmoor Trust Archive. His memory of detail was impressive, his manner and his recollections brought much laughter as well as a mass of facts from his encyclopaedic knowledge of every aspects of railways.

ITEM 10 - ANY OTHER BUSINESS

28. No items were raised so the meeting closed at 1720 with thanks to everyone for attending.

ITEM 11 – DATE OF NEXT AGM.

29. Monday 16 Nov 2020 at Parke.