

HISTORIC ROYAL PALACES

MEETING OF THE BOARD OF TRUSTEES

Kensington Palace, Monday 20th June 2005

Present:

Trustees;
Sir Nigel Mobbs (Chairman)
Lord Inge (Deputy Chairman)
Bridget Cherry
John Hamer
Angela Heylin
Alan Reid
Malcolm Reading
Sir Hugh Roberts

In attendance:

Michael Day - Chief Executive
John Barnes - Conservation Director
Alyson Lawton - Trust and Company Secretary
Sally O'Neill - Finance Director
Karen Atkinson - Head of Financial Accounting

Apologies:

Sir Roger Wheeler

1. Chairman's Comments

- 1.1** The Chairman welcomed John Hamer to the Board of Trustees. He also noted that apologies had been received from Sir Roger Wheeler. The Chairman advised Trustees that two members of Historic Royal Palaces' staff, Derek Coyle, the Ravenmaster at the Tower of London and Leslie Strudwick, The Game keeper at Home Park, had received the Royal Victorian Medal. He also noted that former Trustee, Gillian Wolfe had received the CBE and that the Permanent Secretary of the DCMS, the DBE and that he had written to all of them to congratulate them.

2. Outstanding Issues on the Report and Accounts

- 2.1** The Chairman of the Audit Committee gave a verbal report on the review of the accounts that took place at the recent Audit Committee and advised that the couple of points that had been raised had been addressed in the final draft of the accounts. However, he felt that some further explanation on the reason for the reduced deficit on the pension scheme and the plans to fund it, would be useful to readers, especially as most schemes were reporting increases. The Finance Director reminded trustees of the reasons and suggested some changes to the note.

2.2 The Finance Director reported no other outstanding issues and confirmed that Treasury approval had now been received. She also reported that both sets of auditors had reported and that no issues had been raised. She confirmed that the National Audit Office was happy for the accounts to be approved by the Trustees at this meeting.

3. The Risk Register

3.1 The Board noted the contents of the report and that the Audit committee had also reviewed these documents. The Chief Executive explained that the system for communicating the risks to managers was through the Executive Board and that he was confident that these risks were understood by managers. Various comments on the detail were noted. The Conservation Director advised that the Surveyor of the Fabric Department had their own risk register and significant risks emerging from that would be noted in the corporate risk register.

3.2 Noting that responsibility for managing certain risks was allocated to more than one Director, Trustees asked in the development of the new risk register that the management of individual risks should be allocated to only one Director. The Chief Executive noted that the new register would be reviewed initially by the Audit Committee. The Chairman of the Audit Committee reminded Trustees that they were all welcome to attend the committee whenever they wished.

4. The Annual Health and Safety Report

4.1 The Board noted the contents of the report. The Conservation Director was pleased to report a reduced number of accidents this year compared to last year. He also advised that a Major Incident Plan desk top exercise had taken place in June (outside the report period) and had provided some useful lessons. The Board approved the Annual Health and Safety Report and asked for it to be forwarded to the Department for Culture Media and Sport.

5. The Annual Security Report

5.1 The Board note the contents of the report and that a plan for security improvements had been produced for the next four years. The Board asked for some matters to be given further consideration. The Board approved the report and asked that it be forwarded to the Department for Culture, Media and Sport.

6. The National Audit Office Report SAS610

6.1 The Board noted the contents of the report and congratulated the Finance Director and her team for their work.

7. The Annual Review and Accounts

- 7.1** The Board noted the final version of the Annual Review and Accounts and suggested some minor changes for the version to be printed for the public, including a revised drawing for the new Clore Learning Centre. The Deputy Chairman was concerned that the wording of the short version of the Cause did not emphasise sufficiently that Historic Royal Palaces receives no public funding and therefore also needed to generate the funding to enable us to do our work. The Chief Executive noted this for the future. The Finance Director explained one manual amendment to the typed financial statements. The Board approved both reports and authorised the Chairman and the Chief Executive to sign both the full set of financial statements and the Annual Review (together with the summarised financial statements).

The Chief Executive recorded his thanks to all those involved in producing the Annual Review and Accounts.