

## **Friends of Pittville Trustee Meeting 14 July 2020 at 6.00pm (on Zoom)**

**Contributors** Trustees: Judie Hodsdon (JH), Paul Benfield (PB), Chris Archibald (CA), Andy Hopkins (AH), Philippa Howell (PH), Gloria Jones (GJ), Robert Hyatt Williams (RHW), Janina Kay (JK), Sandy Marshall (SM), Sally Thomas (ST), Henry Williams (HW, until 7.00pm)  
Non-voting representative: Dennis Parsons (DP)  
Minutes: Jocelyn Potter

### **1 Welcome and introduction**

JH welcomed everyone to the meeting.

### **2 Apologies**

David Richards.

### **3 Minutes of the trustee meeting, 21 April 2020, and of the strategy meeting, 2 June 2020**

These were accepted as true records.

### **4 Matters arising**

**4.1 Strategy meeting outcomes** JH highlighted plans for the following: a survey of members (ST); music in the park and more community involvement (AH, JK, SM); a card to be handed out by Green Space Volunteers (GSVs; HW); information about wildlife in the park. HW has printed and distributed about 50 cards with details of FoP. He will print more, and give some to CA for distribution.

CA volunteered to look at the excellent wildlife board in Springfields Park and to look back at the university-led investigation of wildlife in Pittville Park to see what, in consultation with Adam Reynolds (AR, Cheltenham Borough Council), can be put together for the park. HW has produced a leaflet on the duck feeder, but copies left near the feeder have been stolen.

**Action: HW, CA (and see item 8)**

### **5 Finance report**

PB circulated a balance sheet, an account of income and expenditure and a report before the meeting. These show that although fundraising income is down, FoP's finances are healthy. He will follow up a Gift Aid application. He agreed with AH and HW that a contactless card machine would be useful, and will talk to the bank. JH mentioned a donation of £50 in memory of Joan Orr, a late member.

**Action: PB**

### **6 Website and email progress**

JH reported that there is now a new host. The website and email addresses have already been transferred, and names and the domain name will, she hope, be transferred soon. She will circulate details of the new log-in arrangement. Hosting should cost nothing for a UK registered charity. She asked that, after the transfer, someone else take responsibility for contact with the host and for updating the website.

**Action: JH, a volunteer**

## **7 September newsletter**

AH suggested that content should focus on coming out of lockdown: an interview with or report from Sarah Oliver or Laurie Bell (The Cheltenham Trust, CT) about the Pump Room; FoP music events; GSVs returning to work; an update from Pittville History Works (PHW); a contribution from Tom Clarke about an 1866 picture of the launch of a lifeboat. JH added the need for an AGM notification. CA offered an item on Ubico's new hay-making machine, which can be used to cut wild flower areas.

There was discussion about whether people would be prepared to deliver and receive paper copies for a large distribution, or whether it should be a members-only electronic distribution. JK will email deliverers to ask for their views. ST pointed out that the survey format will depend on the distribution method, and said that she will think about this. JH said that the survey could be separate from the actual newsletter.

The copy deadline is 17 August.

**Action: AH, CA, PHW, JH, JK, ST**

## **8 Projects**

**8.1 Masterplan, including the rockery** CA reported that revised drawings and costings for the steps and gates adjacent to the Pump Room have been received. Costs are needed for planning, and then a meeting could be held to discuss fundraising. GSVs are working on the rockery, which needs to be fenced off, and will plant in autumn. Two acers have been stolen. (HW said they were spotted being carried towards St Pauls.) They may be replaced, perhaps using anchors on the root balls, but CA will talk to AR about the risk.

CA also reported that tenders for dredging the residuum and (former) pedalo lake were high, so new revised tenders are being sought in the hope of carrying out the dredging in the autumn.

**Action: CA**

**8.2 Bed 38** CA reported that the bed has been weeded and the path will be edged. There is a watching brief on the sad-looking yew and leaning cherry. An order will soon be placed for shrubs and trees. Chris Chavasse (CBC) doesn't like removing trees, but may conclude that the near-horizontal tree should go. AH passed on a complaint about the removal of poppies' seed heads; JH said that this was deliberate, to stop seeding.

**8.3 Prestbury Road streetlights** DP and John Payne (JP) have learnt that a local listing is unlikely, and that Historic England consider the lights a local matter. The County Council has a note on file that nothing should be done to them without consultation, but there is some prospect of repainting. SM will ask Andrea Creedon for a costing and report back.

**Action: SM**

**8.4 Music in the park** AH outlined the stringent rules for live music at the moment (distancing for different instruments and singers, necessary boundaries etc). He, JK and SM have met each other and Sarah Oliver several times to discuss the possibilities within the limitations, and will be organising events for Sunday 2 and Sunday 23 August, 3pm-6pm in two sets.

A number of musicians have already refused the opportunity, or haven't met the regulatory requirements, so there will just be one act on each afternoon. The second event will feature an excellent solo guitarist. JK is waiting to hear from a highly acclaimed 6<sup>th</sup> form ensemble for the first event.

The Cheltenham Trust has already promoted the slots as 'Friends of Pittville Presents'. AH pointed out that the events should invite interest in FoP, and suggested a banner on the bandstand and leaflet distribution. He asked for a total of £200 to pay performers, which was agreed. JK suggested a long banner that would be useful for other events. Given the time constraint, though, JH will circulate a picture of the slightly outdated pull-up banners that FoP already has, to see if they would be suitable. She suggested updating an existing A5

leaflet with more information about the GSVs. SM will circulate the current leaflet to trustees.

AH has all the equipment needed for the performances, and his request for assistance on the day elicited many offers. He will email trustees nearer the time with specific requests. JH thanked AH, JK and SM for their work.

**Action: AH, JK, SM, JH, SM and volunteers at the events**

**8.5 Updating of East and West Side leaflets** SM said that design and printing would cost about £250; this was agreed, although JH will look into the possibility of a grant so the money may not need to come from FoP's account. The leaflets needed slight updating, including with the current FoP logo.

**Action: SM, JH**

**8.6 Contribution to a PPRR leaflet** Pittville Pump Room Revival (PPRR) have asked for donations towards a leaflet on the Pump Room's history. It was agreed that FoP would donate £50 towards its production. There will be 2,000 copies, so some will be passed to FoP.

## **9 Regular Activities**

**9.1 Green Space Volunteers** CA reported that work restarted on 9 June, with 19 volunteers; rain prevented work on 18 June, but on 2 July a record 30 volunteers were at work. There are a lot of jobs to catch up on.

**9.2 Pittville History Works (PHW)** SM reported that some activities, involving visits, had to be postponed, but that the group remains active and a lot of new information has been added to the website.

**9.3 Duck Food** PH reported that she replenishes the feeder weekly, and has collected £150 in the last five months.

**9.4 Drop-ins** JH suggested that these might restart at the Pump Room cafe. AH pointed out that tables can't be guaranteed; participants might need to sit on the grass. SM will circulate members.

**Action: SM**

## **10 Past Events**

**10.1 Strategy meeting** JH felt that this was a useful, wide-ranging event that could be repeated next June.

## **11 Future Events**

**11.1 Garden party** The decision was made to abandon the party for this year, given the circumstances.

**11.2 Plant sale** The general view was that this, too, should be postponed, since there would be less interest in an autumn sale. JH will check with David Richards for his view.

**Action: JH**

**11.3 AGM** GJ will ask the school whether events can be held there (on 28 or 29 October), but it is uncertain whether the AGM can be held at all. JH reported that there is currently flexibility on timings for charities; options are postponement, hard copies with tick boxes (following a suggestion from GJ) or a Zoom meeting. JK said that only 12 members definitely have no access to email, and three more haven't replied.

**Action: GJ**

**11.4 Wildlife Festival** This has been postponed for a year.

## **12 AOB**

**12.1 Sign on west side gate** AH asked who had put up a sign requesting that the gate be kept shut to protect wildlife, thus requiring everyone entering the park to risk virus transmission by touching the gate. CA said that it was put up to stop the swans crossing the road.

**12.2 Trapeze** SM reported that the organiser was offering a discount of £5 to FoP members. She will email members. She also reported that the trapeze has been vandalised.

**Action: SM**

**12.3 Green Flag accreditation** CA reported that desk assessment is taking place this month. Visits will be in September and an announcement made on 14 October.

**12.4 Meeting with police** JK reminded the group that the police would like to meet FoP to talk about what the organisation does. It was agreed that she would contact them and suggest a small group meeting (to include CA and HW).

**Action: JK**

**12.5 Membership criteria** JK asked when non-payers should cease to be members. She also suggested a mailchimp with the newsletter asking members to update their bank details and (in the case of people who are underpaying on their subscriptions) the amount being paid, reminding people who aren't paying by direct debit or paypal to send in their cheques. ST said that the constitution clearly states that membership ceases after six months of non-payment. PB said that nonpayers should be dropped and that low (outdated) payments shouldn't be acceptable. JH said that data could be kept for two years after a lapse in membership, but should then be deleted. She asked JK to devise an additional sheet for distribution with the September newsletter.

**Action: JK**

**13 Next meeting** Tuesday 13 October (and an email exchange at the end of August)

The meeting ended at 7.40pm.