



Minutes of the Trustees' Meeting Thursday 13 September 2017 at 18.15 at the Municipal Offices

Present

Judie Hodsdon (chair), Paul Benfield, Fiona Clarke, Philippa Howell, Gloria Jones, Eileen Lockwood, Sandy Marshall, David Richards, Hilary Simpson, and non-voting representatives Adam Lillywhite, Dennis Parsons and John Payne.

Abbreviations: CBC = Cheltenham Borough Council; CHS = Cheltenham Horticultural Society; GSV = Green Space Volunteer; PHW = Pittville History Works

1 Apologies

Chris Archibald and Henry Williams.

2 Minutes of last meeting, 13 July 2017

JH thanked CA in his absence for chairing the last meeting. The Minutes were accepted as a true record of the meeting.

3 Matters arising

3.1 Refer para 6, FOP 'Style manual': FC had had no further comments. It was agreed to check the 'official' view on Georgia as a print font; some thought it was 'friendly, round, curvy', although numerals did not translate well. **Action:** FC

FC and HS are still looking onto how to incorporate the QAVS symbol into the website and printed materials. **Action: HS and FC**

3.2 Refer para 12, National Citizen Service (NCS): CA had co-ordinated briefings on FOP's work for 100 students; he was helped by FC, EL, Dennis Parsons, William Lewis and Rob Rimell. The very last group chose a FOP project - the duck feed dispenser. They have painted it so that it is more visible and have created a poster which CBC will put up around the park. The students liked the environmental and heritage aspects of Pittville and that we worked with another charity which they also visited. There is an 'awards' ceremony on 24 September which CA and FC may attend. Although it was time-consuming, it was a good opportunity to 'engage' with younger people, most of whom had not been to Pittville before.

The following three agenda items were brought forward as HS had to go to another meeting at 7 p.m.

11 Pittville History Works

HS reported that there have been two PHW meetings, 24 July and 11 September 2017. The Minutes have been circulated to trustees. The first phase has officially finished, with 10,000 records on the database. They are now moving in the 20th century and extending the geographical coverage. They will begin to interpret the data (themes, such as transport, shopping) and also explore significant buildings and events (e.g. the pageant). To celebrate the end of Phase 1 the team visited Prestbury Cemetery where many Pittville residents were buried. JH congratulated the group on a wonderful achievement in such a short time.

6 Heritage Open Days, 7-10 September: HS reported that the two walks had had good feedback (10 and 17 walkers respectively). GJ had 69 visitors at Pittville Pump Room (when it rained and after the cycle race had passed) which was better than expected in the less than 90 minutes allowed. The mineral water was available and the staff had been helpful. Several visitors remarked on the sad state of the first floor rooms and that they were unused. FC reported that the three 'hidden heritage' sites had been a great success: 130+ at Pittville Gates underground chamber; 95+ at the wine cellars under Costantinou's; 40 (the registered number) at the basement kitchen and housekeeper's room at 48 Clarence Square – all during two hours on Sunday morning. Thank you to all involved. FC noted that the 'hidden heritage' sites had benefitted from the owner's being present; she also noted that in future we say that Friends of Pittville have organised these events. **Action: whoever is responsible in 2018**

13 Any other business

13.1 Consultation on proposal for a parish council in Pittville: JH noted that she and FC have been asked by several people what FOP's view is. We have said that FOP is neutral. JH said that FOP must not be involved with anything that might be seen as political. If we are asked, we can only express our own opinions as individuals. FC had drafted a statement to this effect which could be sent to members. No-one objected to this approach so FC and JH will decide whether to or not. **Action: FC and JH**

However, this afternoon, FC had received an e-mail, with attachments, from CBC asking FOP for its view as an official stakeholder. JH will draft a response using the list of pros and cons that trustees had agreed in January 2017. She will also recirculate that list to trustees. **Action: JH**

4 Finance/budget 2016/17

PB handed around a three page document (Budget; Income and Expenditure; Balance sheet) to end August. He noted that both income and expenditure exceeded the budget. PHW's annual £150 had not been included in the budget (there is a bill to pay). He has been discussing online banking with Barclays and it may be possible! JH reminded trustees that £4500 of the income was earmarked for the Masterplan for the upper lake and Pump Room project. Trustees are to submit anticipated income and expenditure for end September ASAP. **Action: All**

5 Newsletter and distribution

SM reported that the content is ready, including the RAF Centenary 2018 item. It was agreed that the membership/renewal form is to be an insert; the fee will remain the same. The AGM invitation to the public will be on page 1 in a box (as in previous years). The printer has suggested to SM she has large colour images, spreading across the centre pages. However, she has found other templates tricky,

and has got used to our Word format, even though it bounces around! It was agreed that the current format was just right for FOP. 2200 copies of the newsletter and 2150 inserts are needed. GJ will ask the printer if he can arrange the inserts and a quote, if he can. **Action: GJ**

The distribution is all 'ready to go', with enough volunteers.

6 Queen's Award for Voluntary Service awards ceremony, 29 July

JH thought the event was very successful. The marquee (kindly lent by CBC), bunting and displays looked good; the weather held off until packing up time; there were 60 guests; the Lord-Lieutenant, Dame Janet Trotter (with two deputies) and the Deputy Mayor (Bernard Fisher) made gracious speeches; the audio system worked; the Sudeley Arms canapes were excellent. Ten people received their QAVS badge from the Lord-Lieutenant. Photos were on Facebook and the website. The crystal and the certificate were at JH's house; she offered them to anyone who'd like to have them on show for a while. **Action: All**

It was agreed that a scan of the certificate can be posted on the website, although the full citation cannot. This is held by the Lord-Lieutenant. **Action: HS**

JH thanked everyone for their valuable contributions to the success of the award ceremony.

8 Past events

8.1 FOP Garden Party, 30 July: this had raised £370, which covered the QAVS event. JH would like to hold it in another garden if repeated. PH suggested using one of the squares. However, as power is needed to heat the water this might not be possible. CBC would require all the paperwork if held in a public green space. PH noted that Sundays were difficult for people using public transport. JH thanked all the helpers. A decision will be made next year on repeating the garden party. Maybe it would have to be drinks and nibbles if held in a square/Pittville Crescent garden.

8.2 Cheltenham Horticultural Society, Summer Show, 20 August: the small exhibition on Pittville Pump Room to mark CHS's 75th anniversary had been of interest to visitors. DR reported there had been 300 which was possibly due to it being free. JH thanked Rob Rimell for liaising with CHS, and RR, PH and HW for being there on the day; JH also.

8.3 Nine NETWORKING, 24 August: JH had been invited by Mike King, husband of GSV, Liz King, to speak at this group's Thursday morning breakfast meeting, held in The Wilson. <http://www.ninenetworking.co.uk/> They have donated £250 to FOP.

9 Annual General Meeting, 16 October, 6 p.m. for 6.30 p.m.

Because the newsletter will be delivered within two weeks of the AGM, we need to send an e-mail and deliver a letter to members. **Action: FC and GJ**

The title of the after meeting talk by John Simpson is to be checked. **Action: FC**

JH said that the accounts need not be checked by an accountant. Joe Mar, who has checked them for the last few years, is unavailable. She asked if she could follow up an offer from a former trustee, Rob Rimell. This was agreed. If he

accepts, he will need to sit down with PB before 4 October as PB will be away after that.

Action: JH

JH will not read out the Report but will speak to it. She will send a draft to trustees. The accounts also need to be agreed. Final copies of both will be available on the night.

Action: JH, PB and FC

10 Forthcoming events

10.1 November race meeting car park: HW had asked if FOP will be running the Albemarle Gate car park again. To ask CBC at the forthcoming Depot Meeting (19 September).

Action: CA, JH or FC

10.2 Pittville School: the head teacher had been sent an invitation to the QAVS award ceremony. He sent his regrets but asked if FOP would like to hold a trustee meeting (or an open meeting for members). In principle, this was welcomed; perhaps the first trustee meeting in 2018.

Action: FC

10.3 Cheltenham Cleve Vale Rotary Club, 29 November: JH has been invited to give a talk to this group and also to the ladies section in March 2018.

10.4 FOP Plant Sale, 2018: it was agreed to hold another plant sale, provided someone will take charge of planning. A possible date is Saturday 5 May.

Action: DR and CA to decide

12 Pop-up space/exhibition at The Wilson, November 2017: FOP has been asked if it wishes to take part in this initiative.

Action: JH

13 Any other business

13.1 Evesham Road north of Albemarle Gate: GJ noted that no action had been taken on the large tree which had been cut down, but a dangerous stump left. This is Gloucestershire Highways responsibility.

Action: JP

13.2 Civic Awards 2018: FC is unable to be the FOP representative on the Cheltenham Civic Awards panel in 2018. The convenor would like another woman (JH has also been on the panel) as there is an imbalance! GJ, PH and SM all expressed an interest. It does not require architectural knowledge; it involves looking at the nominations, attending a briefing meeting and a day out inspecting the shortlisted nominations, followed by a panel meeting to decide on the awards or commendations. Ideally, the rep attends the awards ceremony. The period is February to April.

Action: FC

13.3 Depot meeting, 19 September: FC asked for topics to be raised. These were the tree at 1 Pittville Lawn which may be dangerous as a large branch recently fell onto the garden and Prestbury Road and a progress report on the Sustainable Planting proposals from CBC (these were sent to trustees who are invited to respond as individuals).

16 Date of next meeting Wednesday 15 November 2017 (Apologies in advance from GJ)

The meeting ended at 7.45 p.m.