



## Minutes of Trustees Meeting, 28 June, at 17.30 at Municipal Offices

Present: J Hodsdon (Chair), C Archibald, F Clarke (Minutes), G Jones, H Simpson

TCT = The Cheltenham Trust

1 APOLOGIES received from W Acres (Treasurer) M Evans, D Fitzgerald (Park Watch), A Lillywhite (Ward Councillor), D Parsons (Ward Councillor), D Richards and S Marshall (who sent special apologies as meetings had been changed to Tuesdays to accommodate her).

2 MINUTES OF LAST MEETING (24 May 2016) - WA (Treasurer), by e-mail, had corrected and added to the Minutes as follows: "Finance 4.1 I spoke to the trustees 'about' the documents and not as stated 'to' the documents. And item 4.2 I reported that £40100 had at that time been passed on to Cheltenham Borough Council in respect of the Play Area. The Chairman requested another cheque for £2666.29 to be raised to Cheltenham Borough Council for the Play Area. I informed the Trustees that when this cheque was raised there would be nothing in FOP's Accounts for the Play Area. AOB Item, add items 13.1 I reminded the Chairman to get another cheque signature onto Internet Banking. And add item 13.4 need to get someone accredited with HMRC re Gift Aid".

JH noted that sadly WA is resigning as Treasurer and that another person will need to be able to access the bank account online.

The Minutes were then accepted as a true record of the meeting.

### 3 MATTERS ARISING

3.1 Accounts 2015-16 auditor - JH still to action

4.2 Membership fee and insert to newsletter - JH had asked the three absent trustees for their views on the proposed increase in fee. All had thought it not worth the effort for such a small increase, and the fee might need to be raised again in a short time. Members had been notified of an increase last year. An e-mail was then sent to all trustees who were asked to say 'yes' or 'no' to the proposed new fee (£7.50 single and £10 couple). All bar one agreed. DR thought our members do not get much for their money and it might deter less well-off members from renewing or joining. On the basis of the vote a letter to members will be inserted in the July newsletter. Thanks to Gloria Jones, Fiona Clarke and Mike Evans for the text of the letter going in the Chairman's name.

4.3.1 East India Cafe agreement - JH asked those who had not commented to do so ASAP. To date, no Trustee had volunteered to be the liaison person with the Café and to develop the ideas.

6.2 Newsletter item on Albemarle Gate Orchard - FC has asked AL to obtain the information from former Non-voting rep Dave Prince. AL will provide it for the September newsletter.

7.3.1 Civic Award plaque – JH will take photos of where the plaque might go and put the options to the Joint Project Board. RRA Architects had suggested a two sided plaque attached to the railings abutting the concrete block wall. It will be visible from both directions.

8.5 Tercentenary Dinner 4 November - JH hoped for another couple to make up a FOP table.

11.1 PR and identity (see item 9 below)

4 FINANCIAL UPDATE – WA had prepared the latest income and expenditure and balance sheets which had been e-mailed before the meeting. JH noted that office consumables were over budget but other expenditure was on target and income was well up.

5 NEW PLAYGROUND UPDATE - CA reported that it was very busy. CBC was dealing with some problems; there was still some snagging and some design issues, e.g. the planting. Problems included youths skate boating on the kiosk roof; the police were aware. The aviaries were due to be completed by end June. There was a problem with the wire mesh and the men are working over the coming weekend.

CBC is also working on the play area entrance boards. JH expressed concern that one name listed on the donors board is not strictly a donor. CA outlined the design for the 'birds and bunnies' panels and the murals being painted by Pittville School art students. The latter will be temporarily exhibited on the aviary buildings over the official opening period (Sunday 17 July). HS asked for early publicity so she can post to the FOP website and Facebook. **Action: JH will check if this is wanted by CBC and advise HS.**

Only those FOP trustees involved with the project will be invited to the refreshments in the marquee but everyone is welcome to the opening ceremony and entertainments in the afternoon.

6 GREEN FLAG & GHSA - CA reported that judging had taken place on 7 June with only one judge. We will know the outcome about 9 July.

The awards for south west England and Wales will be in Pittville Pump Room on Thursday 21 July, during 'Love Parks Week'. The awards organiser, Keep Britain Tidy, has asked if FOP would like to promote the park and its work, including taking visitors for a tour from noon. It was agreed that if the park did not receive GF or GHSA perhaps we should not be there promoting it. A decision will await this result. Once known, CA will ask for trustees to volunteer as tour guides. **Action: CA**

JH thought the usual working party should take place, limited to litter picking or sweeping, especially as volunteers are not invited to the awards. In fact, only one place is allocated to FOP.

7 DEPOT MEETING - CA and DR had represented FOP at this quarterly meeting chaired by CBC. Many were invited but only Ubico, SPARA, Park Watch, CA and DR, and community ranger JP attended. Unfortunately the trees officer, police and TCT were not there. Ubico will close the play area on Monday mornings until 10.00 to enable safe grass mowing. There are problems with overuse of the loos! Applying for a grant for a disabled loo was raised and CA will write to AL. **Action: CA**

SPARA's gooseberries have died; they will be replaced. They are hoping to organise a Univ Glos student working party on a regular basis. Park Watch reminded people to report incidents to the police; there are rough sleepers in Wellington and Clarence Squares. The flooded underpass has been cleared and washed. Community Ranger has had a Univ Glos student as an intern. Together they have surveyed insects and birds and CBC would like the area west of Tommy Taylors Lane to become a conservation area. This means revising the planting. CA suggested applying for a grant, perhaps from the Woodland Trust, Cheltenham Tree Group, or similar. FC had been contacted by the intern (on CBC's advice) who seemed very capable though a little unsure of what to expect from the meeting.

Storage of FOP's tools and equipment was discussed. There is a lockable storage area at the Boathouse which the community ranger would like us to use as she is finding it hard to keep track of the tools. She also wants them nearby in case they are needed rather than returning to the Depot. JH suggested that CA, FC and RR (who had requested the item be on the agenda) arrange this. **Action: CA** as FC does not agree with this idea.

Bradbury Gardens (National Star College in West Drive) had followed up an earlier meeting with FC, as they are interested in volunteering in the park. CA and FC had met the deputy manager and we await their firm proposals. It was agreed that not all jobs would be possible. They are covered by their own insurance and students would be accompanied by a carer, one to one, or one to two. Community ranger will have to be consulted with the firm proposal. They are also keen to help with the bird seed dispenser on weekends. This would mean a loss of income for FOP.

8 PITTVILLE HISTORY GROUP - HS reported that after the Sunday Times article on 6 Evesham Road (blue plaque to Dr Grace Billings) the history website hits peaked. Probably as a result of this article FOP had been asked to help the BBC find houses for the Great Design Challenge. FOP did not have to be involved but might be asked to do a piece to camera. Filming will be over the summer for broadcast next spring. Members on Mail Chimp will be invited to buy a place on the visit to Brunswick, Hove on 11 August. **Action: FC** to give HS the user name and password (done)

FOP's activities for HODs 2016 (item 10.4 on the agenda) have been advertised in the printed newsletter. Volunteers are needed for the Pump Room on Saturday afternoon from 14.00 until 16.00. Need about six people to cope with the anticipated number of visitors. **Action: HS**

9 COMMUNICATIONS (PR & IDENTITY) - JH said we are the same FOP with the same aim and objects (as set out in the constitution). Some things needed updating, e.g. website, banner/header, and layout and designations on letters and e-mails have been standardised. She would like a Chairman's compliments slip. **Action: FC**

Electronic communications had been flagged up by RR. GJ noted that older members, even if they have mobile phones and computers, do not have printers. She agrees that moving to electronic is likely for the future but not yet.

GJ and FC had mocked up six designs for a membership card which would be produced commercially. It was agreed to propose option 6 IMAGE with 'Friends of Pittville' larger and the joining year below the membership number. All trustees, including those not present would be asked their opinion of this design in writing. Once agreed, Top Flight would be asked to design and print 500 cards. (FC has asked another company to design and quote all six options but they had not even acknowledged the e-mail). There is money to pay for this. **Action: FC and GJ**

FOP flier – it was agreed there were sufficient funds to produce a short and simple flier in time for HODs, or before. GJ agreed to draft it; ME will be asked to check it over after any revisions suggested by JH and FC. **Action: GJ (done) and JH**

As ME was not at the meeting, it was agreed to defer agreeing a date for a Strategy workshop. JH thought that there was a need to look at what we do currently and this could be before a strategy meeting. . This would not be until the autumn. **Action: JH and ME**

## 10 FORTHCOMING EVENTS

10.1 Mayor's tea party for Queen's 90th birthday - JH noted this is in fact for the tercentenary of the discovery of mineral waters in Cheltenham. It is on 20 July and will be held in Pittville Pump Room.

10.2 CHS Summer Show 14 August - **Action: RR**

10.3 FOP Summer Party 14 August – there is a planning meeting on 6 July at 14.00 at JH's house. **Action: JH for now** but someone else is needed to have overall management

10.4 HODs 8-11 September - covered in item 8

10.5 Cheltenham Half Marathon Sunday 25 September - FC has been asked by the organisers if FOP wishes to help again this year. It is good publicity for FOP and we received £100 last year. Agreed to circulate trustees and FOP Green Space volunteers and also ask for someone to organise our participation as FC will not do it. **Action: FC**

10.6 150 years Pittville lifeboat RNLI event 10 October - FC has been informed about a plaque and reception at Cheltenham Townhouse in Pittville Lawn. When further details are known we can publicise the public elements of the event on our website and Facebook. **Action: FC**

11 CHELTENHAM TRUST AND PITTVILLE PUMP ROOM – CA reported that he and FC had spoken to several key people from TCT at the 90<sup>th</sup> Birthday Bash on 12 June. It seems they are more aware of the role of the Pump Room as part of the park and FOP was encouraged to develop a vision of what it would like to see. JH noted that the Leisure Centre and the Town Hall were the TCT's priorities right now but that we should think about the Pump Room as it could be another big project for FOP. It would be discussed at the proposed strategy meeting. **Action: JH**

JH will circulate a list of key people at TCT. **Action: JH (done)**

12 HOLST BIRTHPLACE MUSEUM – JH and FC are meeting staff tomorrow 29 June to offer advice on fundraising (especially crowdfunding and Just Giving) following the flood at HBM. FOP will also lend its three money boxes for HBM to have at Pittville Pump Room during their summer children's activities (PPR has offered space at no cost).

13 PETITIONS - CA said that the request for our support to ban weed killer in Pittville Park is no longer an issue. However, we need to agree a FOP policy on petitions. For the strategy meeting. **Action: JH**

#### 14 ANY OTHER BUSINESS

14.1 CA asked everyone to note his new e-mail address which he had already circulated

14.2 Planning - The Local Plan is being considered right now. CA asked that FOP wrote to CBC to say that FOP is a stakeholder, copied to the two ward councillors. **Action: JH**

14.3 Schools pack about the park – CA agreed to write to trustees about this as time ran out. **Action: CA**

14.4 Noticeboard – there is only one left in the park and CBC asked FOP to refresh it. **Action: FC**

15 DATE OF NEXT MEETING - Tuesday 9 August (FC sends her apologies)

Meeting closed at 19.15.