

# Friends of Pittville

## Minutes of the Trustees' Meeting, Wednesday 17 May 2017, at 18.15, at the Municipal Offices

### Present

Judie Hodsdon (chair), Fiona Clarke, Philippa Howell, Gloria Jones, Sandy Marshall, Hilary Simpson

Potential trustee: Paul Benfield

Representatives of other bodies: Adam Lillywhite, Dennis Parsons, John Payne

Abbreviations: CBC = Cheltenham Borough Council; CHS = Cheltenham Horticultural Society; GlosArch = Gloucestershire Archaeology; GET= Gloucestershire Environmental Trust; PHW = Pittville History Works; TCT= The Cheltenham Trust; VCS = Voluntary and Community Sector

### 1. Welcome

JH welcomed Paul Benfield and thanked him for volunteering to be appointed a trustee and to assume the treasurer role. She also welcomed John Payne, recently elected to the county council, representing Pittville and Prestbury Division. He will join the three current non-voting representatives of other bodies.

### 2. Apologies

Apologies were received from Chris Archibald, Eileen Lockwood, David Richards, Henry Williams.

### 3. Minutes of the last meeting, 15 March 2017

FC had circulated the Minutes and they are on the website. There was one correction: Sandy Marshall was present at the meeting. Apart from that, the Minutes were accepted as a true record of the meeting.

### 4. Matters arising

**4.1 refer para 3.2 Cheltenham Arts Council award:** HS reported that the framed award certificate was presented on 23 March in the Playhouse Theatre. Several trustees attended, supporting the PHW team. JH was amazed at how much the team has achieved. The award will be displayed at the AGM and at other events and will be stored by FC with the other awards.

### 5. Finance/Budget for 2016/17

The reports ending 30 April had been circulated with the draft agenda a week ago. Since then the total in the two accounts has grown to nearly £10,700 with the largest income from the Plant Sale on 6 May (£680), £40 from a talk and a little more in membership fees. Expenditure was for duck feed. FC reported that the FOP laptop, purchased in 2014, had

stopped functioning. She had taken it to a specialist who said it could not be permanently fixed and could not be used with a projector any more. The diagnosis cost £65 and it was agreed she should be reimbursed. FC thought that the laptop should be written off in due course. In the meantime, she will continue to file the FOP archive on it, and regularly backup on a memory stick. JH noted that there was also a problem with the FOP projector, purchased in 2011. This was being investigated.

## **6. Past events**

**6.1 Cheltenham Horticultural Society Spring Show, Sunday 2 April:** FOP member Rob Rimell had led FOP's participation, with help on the day from JH, EL and CA. It was worthwhile talking to potential volunteers and members and supporting CHS. See para 7.6 for the CHS Summer Show

**6.2 Winchcombe Historical Society, 12 April:** JH had given a talk on Pittville, and today she and husband James each led a walk in Pittville with 11 people each, despite the rain. For this, FOP received another £48 donation.

**6.3 FOP Plant Sale, Saturday, 6 May 2017:** CA organised this, with DR liaising with the commercial nurseries and CHS. It had been very successful and the weather better, in that it didn't rain! The largest amount came from the sale of FOP plants; the others donated 25% of their takings. Thanks to other trustees (JH, FC, PH, HW), and to FOP member volunteers Liz and Mike King, James Hodsdon, Tom Clarke, Janet White for help on the day. Many members came along to say hello and even buy. The few leftover plants were donated to Friends of Hatherley Park for their sale. It was agreed it was probably worth holding a sale next year but this would be decided later.

## **7. Forthcoming events**

**7.1 Drop-Ins, 31 May and 28 June:** the March and April Drop Ins were well enough attended. Thanks to PH for joining FC in March. FC cannot attend on 31 May and asked for a volunteer to 'meet and greet'. **NOTE:** GJ offered post the trustee meeting.

**7.2 Volunteers' Week 1-7 June:** all FOP volunteers, including Joe Mar who checks the annual accounts, have been invited to coffee and cake at the Boathouse on 1 June, after the regular working party. FC, GJ and HS will need to compare RSVPs on 29 May and FC inform In the Park of numbers. VCS has invited two representatives from each of its member organisations to attend a function in the evening of 1 June. **NOTE:** GJ confirmed her offer to attend, accompanied by husband Peter.

**7.3 FOP Garden Party, Sunday 30 July:** JH offered to co-ordinate, especially as it is in her garden. The event is for members (with family or friends). Help is needed in making cakes, buying provisions, providing crockery and cutlery, setting up and taking down on the day, serving tea. FC thought it sensible to hold a planning meeting about a month before, even though most of the trustees had been involved last year. There are new trustees who may wish to help. **Action: if interested planning and/or helping, advise JH**

It was agreed to have a flier/insert in the July newsletter and to send a Mail Chimp invitation (revised date of six weeks before). **Action: JH and GJ; FC and JH**

**7. 4 Heritage Open Days, 7-10 September 2017:** HS is organising two walks around the squares, for Friday morning and Sunday afternoon, TCT has asked her if FOP can provide informal tours of Pittville Pump Room on Saturday afternoon. **NOTE:** post meeting, GJ has offered to do this with husband Peter. **Action: HS and GJ**

FC is finalising three 'hidden places' with Winchcombe Street hairdressers, Costantinou's; a house in Clarence Square; and Pittville Gates. Each of these will need at least two volunteers. **Action: FC will ask for help via e-mail.**

Green Space Volunteers are clearing mud and other debris from the Pittville Gates underground chamber tomorrow, 18 May.

It was agreed that FOP makes an amazing contribution to HODs and JH reported that the outgoing Cheltenham Mayor had paid tribute to the group's support of the new play area in Pittville Park at the 'mayor-making' ceremony on Monday evening. She also mentioned the 2016 Tercentenary Dinner organised by Friends of the Wilson and Cheltenham Civic Society, and her own tea party held in Pittville Pump Room.

**7.5 Midsummer Fiesta in Montpellier, 1 July:** JH reported that FC and CA, as well as herself, thought this event was no longer an effective vehicle for FOP to promote its activities. However, if anyone is really keen to organise a presence, please contact her ASAP. **Action: All**

**7.6 Cheltenham Horticultural Society Summer Show, Sunday 20 August:** this will be their 75<sup>th</sup> anniversary and JH suggested that FOP provides a display of historic photos and images including 19<sup>th</sup> century flower shows. Three volunteers will be needed on the day (12.00-16.00). Trustees to advise FC if they can be there or are interested in helping with the display. **Action: All**

## **8. Annual General Meeting 2017 (discussed at end of meeting, without PB and non-voting representatives)**

There is currently one trustee vacancy. JH asked trustees to confirm with her whether they wished to stand down at the next AGM or if they wished to be one of the three officers named in the Constitution. It was agreed to ask John Simpson if he would talk about the people of Pittville (as revealed by the PHW team). **Action: HS**

Dunalley School will be asked to host the meeting in the second half of October, taking account of half-term; once the date is agreed it should go into the July newsletter. **Action: FC and GJ, SM**

It was agreed that trustees should approve the annual accounts and the annual report to the Charity Commission before the AGM. This can be done by e-mail. **Action: JH**

## **9. Upper Lake and Pittville Pump Room project**

JH reported that an estimate for producing a Masterplan, and more detailed studies for the proposed Pittville Park enhancement projects, had been submitted by Illman Young Landscape Design. The FOP/CBC project team had agreed on 2 May to go ahead with commissioning the Masterplan in the first instance at a cost of £6,000, subject to agreement from FOP trustees to allocate some money. JH had e-mailed them about this on 5 May. CBC will provide £1500. FOP's £4500 could come from the Albemarle Gate race meeting car park

income (undertaken for the purpose of raising money for park projects) and from the money, nearly £600, remaining from Pittville Gates project. Trustees had asked if CBC should tender for this work; CBC thought not but is double checking. Seven of the ten trustees agreed to proceeding, either in writing or voting, provided that CBC does not need to tender. Three (not present) had not expressed an opinion in advance.

JH updated trustees on the 'dig' held on 20 April at the site of the 19<sup>th</sup> century steps leading from the lawn to Pittville Pump Room, under supervision of GlosArch (FOP donated £30 to them for their help). The foundations for the steps were found but the stone has been removed; the foundations for the bandstand were also found, in the centre, before it was relocated in to its current position (1900-01). FOP had received publicity (two radio interviews on BBC with JH; an article in the Gloucestershire Echo, with the Mayor who brought left-over cake from her birthday celebration). HS put a photo gallery on our website and GlosArch will write an article for its magazine. We will also include an article in the July newsletter. **Action: JH and SM**

### **10. Pittville Park issues and Depot meeting, 20 June**

FC and others are concerned that with the cancellation of 20 March Depot meeting; the later prolonged absence of the community ranger on sick leave; and the vacancies in CBC has led to several matters not being attended to. FC is also concerned about the future demands on our volunteers; how much can and should FOP take on? FC will circulate a list of the issues which trustees can amend or add to if they wish. It will include para 3.3 and para 13 AOB items from 15 March trustees meeting. The list can be sent in advance of the next Depot meeting (20 June). **Action: FC**

### **11 Community pride 2017**

PH presented an estimated costing prepared by CA for an 'education in the park' resource which could be made available and added to by teachers on the FOP website. This had been decided as a better way forward as further research with the 'curriculum sheets' had shown that demands of teachers and a changing curriculum made it difficult to see how we could produce anything of value. HS noted that Holst Birthplace Museum might be able to advise and John Payne suggested approaching the county council education teams before going to individual schools. It was agreed that the attractions of Pittville Park made it an ideal place for learning. FC offered to help PH and CA draft an application; the deadline is noon on Monday 19 June. **Action: FC with CA and PH**

### **12. Pittville History Works**

The Minutes of PHW meeting on 8 May had been circulated before the meeting. Stuart Manton from the South Town Project had attended and given advice on presenting information about the Prestbury Road shops. The team is extending its coverage to Pittville Circus and Pittville Circus Road, and may move to 1911 censuses. PHW is looking for more volunteers to help develop the house histories information. For more information refer PHW Minutes 8 May 2017 para 5 House Histories. **Action: All**

### **13. July 2017 newsletter**

SM noted some items for including: plant sale, garden party, the 'dig' at the Pump Room, PHW update, HODs, AGM date, volunteers' week and FOP event on 1 June. The deadline for copy is Saturday 10 June. **Action: All**

This issue is for members only and will be black and white.

#### **14. Urban Gulls Focus Group**

HS had served on this CBC team for three years, representing Pittville in an informal capacity. GJ had offered to take over, for which she was thanked. HS had wanted CBC to take a more holistic approach which they are now doing. It was agreed that the nuisance doesn't seem as bad this year, although there are lots of gulls on the Upper Lake. FC to add this to the list of issues as it was thought they are killing baby wildfowl. They do not show interest in the duck food, only white bread! **Action: FC**

#### **15. Any other business**

**15.1 Scout hut painting:** GJ thought the new colour was a great improvement. Volunteers need to apply another coat and the roof needs attention.

**15.2 Queen's Award for Voluntary Service:** DP asked if we had heard the result of the nomination. JH said three trustees had been grilled by two deputy lieutenants late last year and had been told to forget about it as it would be months before there would be news, if any. In fact the awards are announced on the Queens's Coronation Anniversary, 2 June. Trustees and members will be informed of the outcome as soon as there is any news either way.

**15.3 Prestbury Road roundabout flower bed** (refer Minutes 15 March para 13.3); SM asked if this would ever be tidied up. JH reported that CBC will trial a different kind of planting (shrubs and perennials) and designs are being drawn up right now.

**16. Date of next meeting:** **Thursday 13 July 2017.**

17. Appointment of trustee: Paul Benfield was asked to leave the room for a vote on whether or not he should be appointed as a trustee, assuming he was still interested in doing this – and assuming the treasurer role. He was, and was appointed. **Action: JH to confirm this with him by e-mail**

The meeting closed at 19.50