



Minutes of the Trustees' Meeting Tuesday 15 December 2015, 5.30pm

Present

Trustees

Hon Chairman Judie Hodsdon (JH)

Hon Secretary Fiona Clarke (FC)

Membership Secretary Gloria Jones (GJ)

Chris Archibald (CA)

Mike Evans (ME)

Sandy Marshall (SM)

David Richards (DR)

Rob Rimell (RR)

Hilary Simpson (HS)

Abbreviations used in Minutes

Cheltenham Arts Council = CAC

Cheltenham Borough Council = CBC

Friends of Pittville = FOP

Gloucestershire Environmental Trust = GET

Green Heritage Site Accreditation = GHSA

The Cheltenham Trust = TCT

1. Welcome, introductions and apologies

JH welcomed Sandy Marshall who was attending her first meeting, having been unable to come on Monday evenings. She was introduced to the other Trustees.

2. Apologies

Apologies were received from Hon Treasurer Wendy Acres (WA) and non-voting representatives of other organisations, Desmond Fitzgerald - Park Watch (DF) and Cllr Adam Lillywhite (AL).

3. Minutes of the last meeting, 9 November 2015

There were no points raised before the meeting or significant ones which would not be covered in tonight's agenda. The Minutes were then accepted as a true record of the meeting.

4. Matters arising

Paragraphs 7, 8, 15.3, 18.7 and 19 from 9 November meeting were discussed first and as time allowed, other matters were dealt with.

5. FOP draft budget 2015-16 (refer 9 November Minutes, para. 7) and Financial report

JH, FC and WA had drafted a budget (version 2) which had been circulated by e-mail to trustees with the draft Agenda. **See Appendix 1.** The budget was compared with Income and Expenditure to date. **See Appendix 2.** Bracketed items are as listed in Appendix 2 Income and Expenditure to date.

Income from membership was almost on target with more to come in; Gift Aid on membership has now been received; card sales have almost reached the target of £150 (Fundraising income). It is hoped to raise £200 for newsletter sponsorship and £100 for events sponsorship. These will be pursued by the PR team in due course. The target for event income is quite high (£750) but realistic, we hope, as based on previous successes.

The History Group had submitted a budget proposal today, for £553. HS said it is an indication of what they would like to do, e.g. room hire for one event per annum, purchases of postcards, certificates etc. which individuals were currently buying themselves. The total was considerably more than the £75 set aside for website hosting www.pittvillehistory.org.uk HS said that the group could charge for its services but, as a charity, this probably wasn't possible; however donations could be suggested. JH proposed that the group could spend up to £150 without further reference. This was agreed.

£250 for a FOP leaflet and/or folded card will be spent if there are sufficient funds after the usual expenditure on the printed newsletter, postage, office consumables and insurance. The leaflet/card could be sponsored or an application to CBC's Community Pride made (though this is not likely to succeed).

Action: FC to check on Community Pride

Volunteering expenses, i.e. the annual meeting and thank you to volunteers, has already come in over budget (Catering), as has subscriptions to GAVCA and CAC (Subscriptions). The only other expenditure not covered in the budget was membership cards, compliments slips and business cards which will be investigated by the PR team. These could be considered as Office consumables but may be expensive.

It was agreed to revise the budget (version 3), circulate it and monitor at each trustee meeting. It might be possible to give the History Group some more money at a later date.

Action: JH, FC,

WA

6. Pittville Park Play Area rejuvenation project and Just Giving (refer 9 November Minutes, para. 8)

CA outlined progress since the last trustee meeting. The proposal will be considered by CBC's Planning Committee on 17 December and the outcome known on 18 December. There was a 98% chance of it going through. There had been a few negative comments. FOP is continuing to submit applications to grant making bodies. There is a hiccup with the GET application as there is a lack of understanding of what the application is for. CA will meet GET's Anna Jones at the end of December to clarify. The Summerfield Trust application result is awaited. The Just Giving website is now set up. JH and ME will look at crowdfunding in January; it will be a month long event. JH and CA attended a 'business breakfast' at the racecourse last week where one or two businesses seemed interested. CBC is driving on the corporates, not FOP. CBC staff met the play area contractor, Eibe, recently and are happy with them. CBC is looking into completing the project all in one go, even if not all the £190,000 is secured by end of May 2016.

HS asked if CBC is trying to use the play area closed period as a positive thing for fundraising. The Wilson closed for two years when they did try to do things and membership went up. Perhaps the public could be encouraged to give by saying 'the play area is closed but if you give money now it will be up and running sooner'. So far Just Giving has £100. Trustees were encouraged to try it out.

RR asked if the site will be hoarded. JH said there is a plan to have notices at the playground saying how people can donate. She will check at the fundraising meeting tomorrow about hoardings. **Post meeting note:** there will be (see through) barriers round the work which will be used to display the proposed equipment and layouts together with information about donations.

ME said there are different audiences which can be segmented for different fundraising approaches, e.g. 'champions' = young mums, junior's clubs, 'high wealth individuals' = private patrons. He suggests a small card to hand out to appropriate groups.

There is a plan for a reception officially hosted by FOP, but paid for by CBC, in January. There could be a raffle. DR asked about approaching supermarkets (the plastic bag money) but JH thought this was already spoken for. CA is investigating Waitrose's scheme and may write to ASDA.

Action: CA

DR asked about the tree and shrub planting but, because it is a specialist area and there were time constraints, this will be dealt with outside the trustee meeting. **Action: CA, JH and DR**

7. Plant sale (refer 9 November Minutes, para. 15.3)

This is set for 21 May 2016. DR wondered how long the event should be (e.g. 10.00 until 15.00 or 16.00). He is liaising with nurseries, including Hoo House, which will share any profit with FOP 75% to 25%. Rather than go into more detail now, JH asked for two more people to work with DR and her on the event. CA and SM volunteered and it was agreed that DR should convene a sub-committee meeting ASAP.

Action: DR

8. Hon Secretary's jobs (refer 9 November Minutes, para. 18.7)

FC had circulated a list of all the jobs where help is needed, especially as she will be away for some time next year. She has been on the committee for nine years and these jobs have accrued to her as FOP has grown. There is now too much for one person and the time has come for new ideas. She may also stand down at the next AGM (as set out in FOP's Rules).

Some trustees have expressed an interest in specific jobs. Teams as of today are in brackets. Communications will be considered by a PR team, led by ME and JH. This will include the printed newsletter (ME, SM, JH and FC). HS will advise on mail chimp for e-mails to members. GJ will manage the newsletter distribution volunteers and delivery routes (GJ, FC). HS will manage the website once the new one is live (HS, FC) and Facebook (HS, FC). Both these need to be under the PR umbrella. HS will manage Heritage Open Days. Events need to be allocated on a case by case basis. The FOP materials and files are in FC's flat and they need to be stored inside, not in a garage. JH offered to take the materials while FC is away.

Still to be decided: Christmas cards (although the current stock will probably last two or three more years); stationery (to come under the PR umbrella); park noticeboards, owned by CBC, taken on by FOP several years ago and maintained by one of the FOP Green Space volunteers (to come under the PR umbrella); sponsorship (to come under the PR umbrella). The duck food dispenser was not on the list but someone will need to be found to manage this project as CBC has handed it over to FOP.

This leaves the normal secretary role, including FOP memberships and insurance, and the Green Space volunteer management. CA offered to cover on the latter while FC is away.

The 'spoken for' jobs will be handed over mostly by mid-April 2016 and further discussions needed for the remainder. **Action: FC**

9. Dates for 2016 (refer 9 November Minutes, para. 19)

FC had investigated five venues but the Municipal Offices proved the most suitable. Most trustees were happy with a 17.30 start for 2016, although GJ may not be able to arrive by that time because of another commitment. She is also away for three of the meetings and JH for one. FC said that the meetings were on a six week cycle as they had been in 2015, although two dates had to be changed because the MO had no available rooms. Making the arrangements and deciding on dates was a thankless task and FC would be more than pleased if someone else took on the job if they were not happy with what had been decided! It was agreed to review the arrangement (probably best after the AGM to take account of new any new trustees). **Action: JH**

10. Date of next meeting

Tuesday 12 January 2016 at 17.30 in the Municipal Offices.

The agenda items were completed by 18.30 and it was agreed to continue until 19.00, taking items in order of importance at the moment.

11. Green Flag and Green Heritage Site Accreditation

CA had circulated a paper to trustees and asked for comments. However, some had not received it. He noted that when the GF judge made the informal visit in June it had been hard to get across to him much of the critical information relating to the field assessment. The paper tries to cover all the judging criteria. Those who had read the paper thought it was 'a good read'. Further comments to go to CA by end December 2015.

Action: all

A priority for GF is adequate welcome signs at the main park entrances, as well as information boards about the Pump Room. University of Gloucestershire students are designing these as well as, in due course, interpretation boards about wildflowers, fish, birds etc.

DR has a good contact who is an expert on rockery history and CA has written a paper on the Pittville rockery, which was reconstructed in the 1930s.

Action: CA to circulate the paper

ME asked about the format for the day when the judges come. We need key messages to be clearly communicated. CA will take them into the Pump Room, where there will be a display of FOP publications and GF/GHSA supporting documentation and coffee. There will be a short presentation, then they will be taken around the park. Cllr Chris Coleman, TCT's Julie Finch, JH, CA and CBC's Adam Reynolds and Janice Peacey will be present. ME suggested the day be rehearsed.

Action: CA

RR asked, if restored, will the rockery be to this period or the original 19th century one. CA confirmed it would be 1930s as the rocks are still there, or in the lake, from where they will be rescued. DR wondered if we would hand over a manual, similar to ones prepared for C in Bloom judging. CA said the judges had access to the 2008 Conservation Management Plan which would be the best manual, together with the 10 Year Management Plan.

12. Duck food dispenser in Pittville Park

FC is writing a brief report on the first nine months of the trial dispenser. £443 in 20 pence coins has been banked and St Vincent's and St George's Association, which maintains the dispenser during the week, will receive 5/7 of this. The balance will be kept by FOP for seed purchase and, in due course, an information board. FOP will maintain the dispenser over Christmas and New Year as St V and St G is closed. RR offered to help in future; ME wondered of the seed could be donated; RR thought we could sell bags of seed at the plant sale.

Action: FC

13. "Who built Pittville?"

Illustrated talk by Dr Steven Blake for Holst Birthplace Museum and FOP, Thursday 18 February 2016, at Pittville School at 19.30. A flier will be distributed to members with the January 2016 newsletter. ME asked for copies for the Clarence Square book group.

Action: FC

14. Planning related matters

AL had communicated that there were no applications of potential concern to FOP apart from the Play Area rejuvenation project.

15. Pittville Gates restoration project

The saga of final payment continues. In the meantime, one of the drop bolts was cut/broken off and Barr & Grosvenor has offered to replace it and to replace any others which might be too weak (the break was at the screw hole).

Action: JH

16. ENTRUST membership

The paperwork has been submitted but confirmation is not received yet.

Action: JH

17. Forthcoming events

JH has another idea so that will be discussed at a later meeting, along with the proposed Pittville Open Gardens.

Action: JH and FC

18. Wellington Square

RR had been approached at the AGM by a Wellington Square resident who wanted FOP to do something about the parking arrangement in the square. She had not come back to RR but he was asked to tell her that she should talk to Dave Prince as the Pittville Division county councillor, as he is the appropriate person.

Action: RR

Other matters to report

19. Capstone from the 'Ellerslie' boundary fence

One had been sold during the conversion of the nursing home to flats, subsequently retrieved and is now being stored in CBC's Depot on Swindon Road. ME noted that the other capstone, on the East Approach Drive entrance gates to the Pump Room, was being undermined by ivy and other unwanted growth. FOP volunteers will investigate.

Action: FC and JH

20. Web site 2016

HS and FC are working on the final site structure and will begin to revise and/or write content before the end of December. The web designer has been paid 50% of the fee for the work done so far.

21. Pittville History Group

The most recent Minutes have been circulated to trustees.

22. Footpath along Pittville Lawn (56-59 approximately)

Glos. Highways (GH) contractor Amey has cut back the hedges and grass growing in the unswept-up leaf mould and soil. It looks terrible and CBC is complaining to GH about it.

The meeting finished at 19.00.

Friends of Pittville Trustees' Meeting 25 December 2015 Appendix 1

Annual Budget 2015/16 – Draft v2

Income

Membership subscriptions	1500.00
Bank Interest	10.00
Gift Aid	(WA to supply figure)
Card Sales	150.00
General donations	50.00
Newsletter Sponsorship	200.00
Event Sponsorship	100.00
Event Income	750.00
	<hr/>
	2760.00 (+GA)

Expenditure

Newsletter printing	750.00
Newsletter postage	50.00
Office consumables (printing/stationery/ink/postage)	250.00
Public Liability insurance	150.00
FOP website design and build	300.00
FOP website hosting/maintenance	150.00
History Group	75.00
FOP leaflet design and printing	250.00
Volunteering expenses	80.00
Project (GH and play area) expenses	100.00
Events expenses	400.00
Subscriptions (GAVCA, Art Council)?	50.00?
	<hr/>
	2605.00

This does not include playground fundraising (payments in and out) or Gates project surplus

**FRIENDS OF PITTVILLE ACCOUNTS
INCOME & EXPENDITURE
YEAR ENDED 30 SEPTEMBER 2016**

INCOME	2016	2015
<u>General</u>		
Subscriptions	1255.50	1230.00
Newsletter Sponsorship	0.00	0.00
Bank Interest	0.00	51.81
Community Pride 2014	0.00	1619.50
Fund Raising Income	398.50	1077.87
Gift Aid	108.54	0.00
Donations	20.00	0.00
Active Together Grant	0.00	2000.00
	1782.54	5979.18
<u>Gates</u>		
Grants	0.00	19000.00
Donations Individuals	0.00	8695.20
Donations Company	0.00	0.00
Gift Aid	1708.75	223.98
My Donate	0.00	0.00
Card	0.00	0.00
Booklets	0.00	25.00
Events	0.00	0.00
Raffle	0.00	0.00
HLF	0.00	0.00
Miscellaneous	0.00	162.75
	1708.75	28106.93
<u>Play Area</u>		
Grants	0.00	
Donations Individuals	0.00	
	0.00	
	3491.29	34086.11
EXPENDITURE		
<u>General</u>		
Newsletter printing & postage	0.00	755.30
Office consumables	53.57	307.70
Subscriptions	64.00	0.00
Catering	93.45	0.00
History Group	31.79	72.66
Information Boards	0.00	11.61
Public Liability Insurance	0.00	140.38
Website hosting etc	150.00	237.58
Fund Raising Exps	0.00	862.08
Miscellaneous	0.00	103.98
Active Together	2.25	1997.75
Community Pride 2014	0.00	1676.06
	395.06	6165.10
<u>Gates</u>		
Gambling Licence	0.00	0.00
Payment to Cheltenham Borough Council	0.00	38056.43
HLF Claims	0.00	296.96
Leaflets	0.00	0.00
Raffle tickets printing	0.00	0.00
Miscellaneous	0.00	0.00
Event venue hire	0.00	0.00
	0.00	38353.39
<u>Play Area</u>		
Cheltenham Borough Council	0.00	
Expenses incurred	0.00	
	0.00	
	395.06	44518.49
(SURPLUS/DEFICIT) FOR THE YEAR		
	3096.23	(10,432.38)
General		
	1,387.48	(185.92)
Gates		
	1,708.75	(10,246.46)
Play Area		
	0.00	
	3096.23	(10,432.38)

**FRIENDS OF PITTVILLE ACCOUNTS
BALANCE SHEET
YEAR ENDED 30 SEPTEMBER 2016**

ASSETS	2016	2015
Barclays Active Saver Account	2675.48	675.48
Barclays Community Account	1406.84	310.61
Cash in Hand	0.00	0.00
	4082.32	986.09
Amount paid in advance	0.00	0.00
Less creditors	0.00	0.00
	4082.32	986.09
 REPRESENTED BY:		
<u>General Reserve at 1st October 2015</u>		
General	959.34	1145.26
Gates	26.75	10273.21
Play Area	0.00	0.00
	986.09	11418.47
General Fund Movement	1387.48	(185.92)
Gate Fund Movement	1708.75	(10,246.46)
Play Area Movement	0.00	
General Reserve as at 30th Sepetember 2016	4082.32	986.09
	3096.23	(10,432.38)
 Movement		
General Fund Bank	2346.82	959.34
Gate Fund Bank	1735.50	26.75
Play Area Bank	0.00	
Total Bank as at 30th September 2016	4082.32	986.09

