

**Present:**

Trustees: Judie Hodsdon (JH), Fiona Clarke (FC), Paul Benfield (PB), Gloria Jones (GJ), Adrian Allen (AA), Andy Hopkins (AH), Philippa Howell (PH), Sandy Marshall (SM), David Richards (DR), Hilary Simpson (HS), Henry Williams (HW)

Non-voting representatives: Dennis Parsons (DP), John Payne (JP, for part of the meeting)

Observer: Tim Cooper (TC, for items 1 - 11)

Minutes: Jocelyn Potter

**1 Introduction**

TC, previously a council representative on the committee, was observing with a view to standing as a trustee.

**2 Appointment as trustee**

Adrian Allen was unanimously appointed.

**3 Apologies**

Trustee: Chris Archibald (CA)

Non-voting representative: Jo Stafford (JS)

**4 Minutes of last meeting, 4 September 2018**

An amendment was made to item 3: HW has made four, not three, A-boards. JH thanked him for his work, done at his own cost. The minutes were then accepted as a true record.

**5 Matters arising**

**13.1 East India Cafe:** JH reported that the cafe will not be donating to FOP, since the crowdfunding effort was unsuccessful.

**13.6 Cedar of Lebanon:** Following the circulation to trustees of JP's email to FC, JH summarised that felling is on hold while the extent of the root growth is investigated and an alternative solution sought.

**6 Finance – sign off for AGM**

Referring to the pre-circulated accounts for the year to 30 September 2018, signed off as a true record by Joe Mar, PB highlighted that income exceeded expenditure on normal activities, and that there was a healthy reserve in the project account. He reminded the meeting that income streams from donations to Pittville History Works talks and to the Pittville Pump Room were being ringfenced for these projects, and they will be separated from each other in the next set of accounts. He responded to AH that financial support for the Learning in the Park worksheets (a Community Pride grant) hasn't yet been applied for. TC pointed out an apparent discrepancy, which proved to be an error in the variance, not the accounts themselves.

The trustees approved the accounts. PB will send a pdf to HS for the website.

In the budget for 2018-19, subscriptions will continue to cover normal expenditure. The budget for newsletters will be reduced, since there will continue to be two rather than four colour publications a year.

**Action: PB, HS**

### **7 Annual report – sign off for AGM**

The report had already been circulated; it was approved at the meeting and signed by JH and FC. JH pointed out that the report follows Charity Commission guidelines, and that a bullet point has been tweaked to include the provision of learning resources under FOP's main activities. She will send extracts to the Charity Commission as required, and will send the whole report as a pdf to HS for the website.

**Action: JH, HS**

### **8 Annual General Meeting, 30 October 2018 – preparations, nomination forms**

FC reported that preparations have been made, and that she will be there on the day at 5pm. She asked other trustees to arrive between 5.15 and 5.30 to help prepare; PB will drop a memory stick off to JH in advance. FC will remind members about the meeting and ask them to read documents online. HW will buy coffee, tea bags, sugar and milk. Cups are still to be organised. There will be sixty chairs laid out, and spares. The microphone will be working. (It was checked on the preparatory visit to the school.)

**Action: All trustees**

The following trustees will be standing for election or re-election at the AGM: AA, AH, CA, DR, FC, GJ, JH, SM. Nomination forms had been received, or were completed at the meeting. FC will take one to the AGM for DR to complete.

**Action: FC, DR**

### **9 Pittville Pump Room Action Group (PRAG) update**

HS distributed a report on meetings with the Cheltenham Trust. PRAG hopes for real involvement rather than just being consulted, which DP said was likely given how much PRAG had to offer. PRAG is also preparing a report based on 'mystery shopping' visits to the Pump Room, and hopes to present a vision for the building to the Trust before Christmas.

### **10 Pittville History Works update**

The minutes of the group's last meeting had been circulated. Asked to elaborate on the plans for the WW1 march on 10 November, a joint effort between the council and volunteers, HS said that 1,029 people would represent the casualties listed on the war memorial, about ten representing Pittville soldiers. Although the march will begin from Sandford Park, the Pittville group could perhaps start from Pittville before joining the others. JH suggested that Tom Clarke could open Pittville Gates for them. FC will find some high-visibility jackets for the local marchers.

**Action: FC**

### **11 Green Space Volunteers update**

FC has covered for CA in his absence, with about 20 volunteers helping each time, and may add an update to FOP's Facebook page. Work on the rockery will probably start on 1 November, and work has been done on the shrubberies behind the Pump Room. HW has prepared take-away cards to go on the A-boards for members of the public who want to know more about volunteering and/or about FOP; he will send a file to FC for final formatting and printing.

**Action: HW, FC**

## **12 Projects**

**12.1 Learning in the Park update:** AH has edited and designed worksheets as they have been received from CA, and has passed them on to HS for the website. They are of varying quality and design, so someone (CA? the worksheets' writers?) will need to coordinate feedback and refine them. FC has received an email from a teacher who commented that she loves them. JH praised the initiative, which adds another dimension to FOP's work. The next step will be discussed on CA's return.

**12.2 Park 'Masterplan' update:** JH reported that many trees will remain as the rockery is recreated. There has been no progress yet on the Pump Room project, but the Masterplan will be on show at the AGM for members' comments. FC will ask members to arrive early to comment.

DR pointed out that most of the 400 saplings planted on the west side are dead. In future, taller ones need to be planted and a wider area cleared around each.

**Action: FC**

## **13 Public relations and communication**

FC referred to the document circulated before the meeting, regretting that no trustees had volunteered to help. Trustees willing to participate and without any other major committee responsibilities were asked to email her by 7 November, or the work would have to be abandoned.

**Action: Trustees prepared to volunteer**

## **14 Newsletter update**

AH called for copy for the next newsletter, to reach him by mid-November. The newsletter will include an interview with a Pump Room guide, and could include a photograph of the WW1 march and perhaps a report on Pittville characters. FC will submit a short report on the AGM, with the results of elections. AH will precis FOP's achievements. JH will write about the Masterplan and car parking, and will provide rockery pictures. PB will write about the accounts. DR will mention the need for plants for the plant sale; he also has a friend, Mary Nelson, who could provide high quality photographs for future newsletters.

DP warned that the council may install pay machines in the Albemarle Gate car park, although this won't affect this November's events. JH suggested that FOP could, in future, charge for parking on grass in March and November, and pointed out that raising money from parking was originally a council, not a FOP, initiative. She thanked AH for his work on the newsletters.

**Action: AH, FC, JH, PB, DR**

## **15 Past events**

**15.1 Heritage Open Days, 14 and 16 September:** JH reported that the talks were a success.

**15.2 Pittville Park tree walk, 23 September:** FC reported that this was also success, with Chris Chavasse (CC) – as a volunteer – leading 18 people. It could be an annual event if CC were prepared to do it.

## **16 Forthcoming events**

**16.1 Albemarle Gate car parking, 16-17 November:** HW and CA will be organising this; volunteers are needed to help. JH thanked HW.

**Action: Volunteers**

**16.2 FOP Quiz Night, 2019 tbc:** Amanda Slayton-Joslin is willing to do this on a Monday in January. PH will liaise with her and organise the evening. Raffle prizes, including bottles, will be needed.

**Action: PH**

**16.3 FOP Plant Sale, 2019 tbc:** This will take place on Saturday 4 May. SM and PH will organise it. HW will be away, but will lend equipment. DR suggested adding a bric-a-brac stall. Further plans will be made nearer the time.

## **17 Drop Ins**

FC reported that these were discontinued since few people attended, but that there had been requests to reinstate them and join with members of the Holst Birthplace Trust. Monthly Drops Ins were social occasions, but also a way of promoting FOP. Members could organise them, and find a more attractive venue, but at least one FOP trustee would need to attend most gatherings, on a rota. JH will raise the matter at the AGM, and AH could publicise Drop Ins in the newsletter if they were reinstated.

**Action: JH**

## **18 Any other business**

**18.1 Cedar tree:** JP and DP provided a more detailed update on the damage already caused to houses and the options being considered.

**18.2 Newsletter distribution:** GJ called for volunteers from the west side of the park to join the reserve list, covering holiday absences. Many more newsletters than needed were printed last time, but PB assured her that the cost was as quoted. She will reduce the number given to PB to distribute, since he had spares. JH thanked GS for her work.

**Action: Volunteers**

**18.3 Twitter account:** AH doesn't feel equipped to make spontaneous, responsive tweets on behalf of FOP. DP pointed out that Twitter was usually only recommended for political and business bodies and the press, not for the general public. JH suggested that a Twitter user could be found when necessary for FOP campaigns (since it proved useful for crowdfunding for the playground).

**18.4 The new defibrillator:** AA made the meeting aware of this; it is situated on the wall of the kiosk by the new playground. He will write about it for the newsletter, and HS will publicise it on Facebook.

**Action: AA, HS**

**18.5 HS:** She will be standing down as a trustee (while continuing in the History Works Group and PRAG), but is prepared to continue managing FOP's Facebook account and the website on condition that a replacement for her is actively sought. She will also contribute to the newsletters. SM will now report to the trustees on the work of the History Works Group, and other trustees can report on PRAG. JH thanked HS on behalf of the committee for all her work.

**Action: Volunteers needed to manage the Facebook account and website**

**18.6 Election of officers:** This will take place at the next committee meeting, after the AGM. PB is happy to continue as Treasurer. JH and FC are happy to stand down as Chair and Secretary if replacements can be found and are elected.

**Action: Volunteers for the positions of Chair and Secretary**

**18.7 Length of meetings:** PB requested that more documents be circulated in advance of meetings, to shorten meeting times. JH agreed that this was desirable.

**18.8 2019 meetings:** These will continue on Tuesdays every other month. FC will check with the council that rooms will be available.

**Action: FC**

**19 Date of next meeting: Tuesday 11 December**

JH thanked everyone for coming. The meeting ended at 7.55pm.