

## **Friends of Pittville Trustee Meeting 12 October 2021 at 6.15pm at Latheram House**

### **Present:**

**Trustees** Judie Hodsdon (JH), Paul Benfield (PB), Andy Hopkins (AH), Philippa Howell (PH), Sandy Marshall (SM), Sally Thomas (ST)

**Minutes** Jocelyn Potter

### **1 Welcome**

JH welcomed everyone to Latheram House.

### **2 Apologies**

Apologies were received from Chris Archibald (CA), Sarah de Buriatte (SdeB), Robert Hyatt Williams (RHW), Janina Kay (JK), David Richards and Henry Williams.

### **3 Minutes of the trustee meeting, 13 July 2021**

The minutes were accepted as a true record.

JH noted that (para.5) Severn Trent has reimbursed FoP for the cost of restoring the paving at the gate and added a £50 donation; (para.6.5) Netomnia has provided compensation for damaged plants, which have been replaced; (para.7.1) GE Aviation provided volunteers, but not tools or a donation.

### **4 Matters arising**

#### **4.1 Meeting with police**

In JK's absence, this item was held over until the next meeting.

#### **4.2 Build Back Better Fund**

CA has applied to the County Council for money from this fund for two noticeboards on the west side of the park, to describe wildlife and the environment.

### **5 Finance report**

PB circulated the provisional annual accounts in advance of the meeting. Income to September 2021 was slightly over £2000 greater than expenditure, resulting in totals of £14,297.27 in general reserves and £12,573.17 in project reserves. PB talked through the accounts, which are currently with Joe Mar (the independent examiner), and will remove brackets from the income section and add them to expenses.

JH thanked PB for his work on the accounts.

**Action: PB**

### **6 Forthcoming events**

#### **6.1 AGM**

##### **i Arrangements**

JH noted that 30 people are needed for the meeting to be quorate, so all trustees are encouraged to attend and to bring their partners (if they are members), and to encourage any other Friends that they know to attend. The notice – which SM will send out on the 16<sup>th</sup>, or when the accounts are approved – should emphasise that there is plenty of space in the

main hall of the Pump Room and that seating will be distanced. PH suggested that a circle would be more appropriate if there is low attendance.

There is no charge for the room, but FoP will cover the cost of tea and coffee, at least for 20 people. SM will give the invoice to SdeB.

The room is booked from 5.30 to 7.30, so the meeting will take place to the following timetable: Trustees should arrive at 5.30 (or by 5.45 at the latest); members arrive by 6.00 (and JK will deal with membership enquiries); the meeting begins at 6.15; the talk begins at 6.45 and lasts for 15 minutes, plus questions; the meeting ends at 7.15. It was agreed that trustees would stay briefly to elect officials, since the next meeting is months ahead.

PH asked that trustees bring raffle prizes for the quiz night to the AGM, since she will have her car – or that they make arrangements with her for collection or drop-off of items.

**Action: SM, All**

#### **ii Annual report**

JH asked for feedback on her draft report. She will add a reference to the Strategy Meeting; the report is a record of the year for members, but grant providers often ask for copies and will note references to strategy and inclusion. AH asked if spare copies of the newsletter could also be available at the AGM.

**Action: JH**

#### **iii Financial report**

PB said that he would like to use Powerpoint. JH will ask The Cheltenham Trust for the name of an IT person, to establish what equipment will be provided.

**Action: JH**

#### **6.2 Quiz night, 8 November 2021**

PH reported that a notice has gone out, although another will be needed with the AGM notice. The price is £7.50, so at least 20 people will be needed to cover costs. AH expressed concern about social distancing; only one door can be open, since arrivals will need to sign in with JK. PH pointed out that people can arrange tables with friends to feel safer.

**Action: PH**

#### **6.3 Talk**

JH will be giving her final Pittville talk to the Swindon Village Society. Most talks generate a small donation.

**Action: JH**

### **7 Projects**

#### **7.1 Masterplan progress**

JH reported that leftover Plant Sale plants have been added to the rockery, which is almost finished. Permissions for the two gateways and the steps by the Pump Room have been applied for and are believed to have been granted. The next stages are for the work to be done, working closely with CBC, and for fundraising. ST, CA and JH have been meeting to plan the fundraising. Car parking income from previous years will also be used. (There will be none in November this year.)

**Action: ST, CA, JH**

#### **7.2 Information boards**

JH reported that the three replacement boards are being manufactured. They will be more robust than previous boards, and will be attached to the existing legs to save money.

## **8 Regular activities/recent events**

### **8.1 Plant sale**

This was a good event, and PB noted that £230 was raised, plus money still to be paid by the Horticultural Society. JH thanked SM for her work on the sale, which will return to a date in May next year.

### **8.2 Green Space Volunteers (GSVs)**

JH reported that the work has been very successful, several maintenance tasks have been undertaken with good turnouts of volunteers, and the activity has also provided enjoyment to volunteers in difficult times.

### **8.3 Pittville History Works (PHW) and Heritage Open Days (HODs)**

SM had circulated minutes of the last meeting of PHW. For HODs, RHW led a walk, and an event was organised by PHW with Pittville Pump Room Revival (PPRR).

### **8.4 Duck food dispenser**

ST now has a key, and PH asked her if SdeB could be persuaded to act as a reserve monitor.

**Action: ST**

### **8.5 Drop-ins**

SM reported that 10 or 11 people are attending each time.

### **8.6 Newsletter**

It was agreed that this would be published digitally, for members only, in December. AH will circulate some ideas for content, and hopes for a contribution from a Cheltenham poet who has organised a poetry project based on park activities. JH suggested that the theme could therefore be arts, and suggested approaching Anthea Millier, who paints park scenes and has a Pittville studio.

**Action: AH**

## **9 Meeting dates and events for 2022**

### **9.1 Meeting dates**

JH asked SM to check with trustees regarding the proposed dates of 11 January, 12 April, 12 July and 11 October (plus a Strategy meeting in June and the AGM in October), noting their availability. An earlier start time for meetings was discussed; perhaps 4.00 or 5.00. Possible venues were also discussed: the Municipal Offices when they reopen for public meetings; the well-appointed room available for community use at the Samaritans (but with a £5 per head charge); the function room at the Feathered Fish (PH to check); Prestbury Parish Council offices.

**Action: SM, PH**

### **9.2 Events (Quiz night in February, Plant Sale Saturday 7 May)**

PH suggested the end of February for the quiz night.

## **10 AOB**

### **10.1 Strategy sub-committees**

These now need to start meeting in order to report back at the January Excomm.

**Action: CA, AH and JH (projects sub-committee); AH, PH, SM and ST (communications sub-committee); JK, SdeB and ST (membership sub-committee)**

### **10.2 Letter initiated by the Civic Society**

It was agreed that JH shouldn't sign the letter, which requests that planning permission should be sought (by March 2022) for temporary structures erected around town during Covid, but also that the structures should be removed before permissions are sought (to investigate the ground below them). The latter was thought to be unnecessary.

### **10.3 Electricity supply from the bandstand to the Pump Room orangery**

Following a query from AH about the use of this supply, JH suggested that AH should ask The Cheltenham Trust or Stephan Fifield.

**Action: AH**

**10.4 Payment machines**

PB reported that these have still not arrived with SM.

**10.5 Treasurer's role**

PB reported that SdeB will take over the accounts from 1 October and use the treasurer's email address. For anything related to earlier accounts, trustees should use PB's personal address: pmbenfield@live.com.

**11 Date of next meeting** AGM 26 October 2021, Pittville Pump Room

The meeting ended at 7.45pm.