

Friends of Pittville Trustee Meeting 10 October 2023 at 5.00pm at the Scout Hut, Central Cross Drive

Present:

Trustees Sally Thomas (ST), Sarah de Buriatte (SdeB), John Holloway (JH), Andy Hopkins (AH), Philippa Howell (PH), Janina Kay (JK), Sacha Kerkhof (SK), Henry Williams (HW)

Councillor Julian Tooke (JT, to 5.30pm)

Observer David Kay (DK)

Also attended (for part of the meeting) Ben Jeffery, Blueline Media

Minutes Jocelyn Potter

1 Welcome and apologies

ST welcomed everyone to the meeting. Apologies were received from Sandy Marshall (SM) and Chris Archibald (CA).

2 Minutes of the last trustee meeting, 11 July 2023

The minutes were accepted as a true record.

3 Introduction to new and potential trustees

JH and SK will stand as trustees at the AGM. ST reported that DK, who introduced himself and highlighted relevant experience, will be prepared to stand as chair. SK has agreed to take on the secretarial role apart from (for the moment, at least) Mailchimp mailings and meeting agendas. JH will act as vice chair when needed. Mandir Sahota will attend the January meeting with a view to standing as a trustee. Other people who have expressed possible interest in becoming trustees (and may also attend the January meeting) are David Gibbons, Karl Dubbimk, Helen and Anthony Dee, and Chris Hemingway.

4 Annual and finance reports

These were circulated before the meeting. Some small changes will be made to the annual report, to include information from CA, JH and HW, and AH will proofread the report before it is sent to members.

Joe Marr is signing off the annual accounts, which are very positive since a lot of money has been raised this year. Unfortunately, there will be no income from race parking next year as the council won't be making the car park available. ST will check that this is still the plan and will ask for a donation in lieu of parking income, since it has been such an important part of FoP's fundraising. AH pointed out the importance of emphasising at the AGM that FoP will be holding lower available funds this time next year, due to reduced income and money going out for the steps project.

Action: ST, AH

5 Projects

5.1 IT and website project Ben Jeffery of Blueline Media circulated his company's quote, with details of what would be included, in response to FoP's needs and current problems with payments, management of the database etc. The Wordpress Membership Plug-in package will cost £325 a year, and Blueline Media's set-up fee will be £500 + VAT, with an hourly charge for any work needed in future years (which Ben Jeffery couldn't anticipate, but thought would be none or inexpensive). AH asked whether Wordpress training would be

included in the training, which it will; the training will be for a number of trustees (especially as JK reminded the meeting that currently only she is able to access the database). Email addresses, problematic at the moment, will be migrated to Google, who offer a free service for charities. JH pointed out that tickets will also be sold via the website. There was unanimous acceptance of the quote.

5.2 Tree board A further grant has enabled CA and the CBC Tree Officer to look at the design of a third board, on Native Trees, to be put in the west side of the park.

5.3 Sensory beds A grant of £1000 (rather than the requested £2500) has been awarded, so FoP funds will be needed to supplement this.

6 Steps project

6.1 Update The general feeling was that the project is going well. JH reported that the masons are taking photos, which could be made available to FoP. (Fiona Clarke suggested to ST a slideshow for the website.) AH gave his views on the plaque design. The lettering should be 2 inches high to avoid quick erosion of letters; a 600 x 400mm slab is therefore not large enough; he and the stonemason suggest an 800 x 600mm slab, placed three slabs away from the steps (and therefore free from run-off rainwater). He also suggested some editing of the wording, and a more appropriate typeface. ST and AH will discuss this further and meet with the landscape architect and the stonemason.

Action: ST, AH

6.2 Opening ceremony It was thought highly unlikely that the King would be able to attend, but ST will talk to the Lord Lieutenant, Edward Gillespie, about his presence as the King's representative or a possible royal presence. She also suggested that schoolchildren be invited to attend, as the next generation of park custodians. AH suggested a brass band in the band stand, and ST will talk to The Cheltenham Trust about tea in the café. ST, JH and SK will form a sub-committee to plan the event.

Action: ST, JH, SK

7 Cycleway comments

There was discussion of the problems with Highways' plans as they affect the area in and around the park, with particular concern for the moving of pedestrians from Evesham Road to an unlit (and therefore potentially dangerous) path within the park, and suggestions for alternative routes. (HW and CA have already submitted private comments.) DK pointed out that the proposed pedestrian route would be on CBC's land, not GCC's, adding to the issue of safety; he agreed to look at the plans in detail. Following trustees' suggestions and then agreement, ST will ask CA to lodge the group's concerns and ask for an extension beyond the 13 October date for stakeholder comments.

Action: DK, ST, CA

8 Fundraising

8.1 Summer party JT and Oggy Boytchev's offer to hold another party in their garden and to donate the wine (with FoP covering other costs) was very gratefully accepted.

8.2 Quiz Trustees were reminded that this will be held on 19 February. Trustees should think about the provision of prizes.

Action: All trustees

8.3 Bicentenary of the park ST reminded the meeting that plans for celebrating this may need to be discussed at the January 2024 meeting.

9 Pittville History Works

ST reported that since nobody is able to take over the management of the project, the group will simply edit what is there and respond to queries. Someone with a vision is needed to lead the group.

10 Charity Commission

ST reported that access arrangements have been changed, and that other trustees can now access FoP's details, although only the Chair can make changes. The January meeting will consider who should have access.

11AGM

HW will check the technology in the church, which will be the same as last time. ST will buy wine and ask SM to buy milk, coffee, tea and sugar. The key will be collected from the café on the day. Trustees were asked to arrive at 4.45 to help with setting up. In a change to the meeting format, having arrived at 5.30 to mingle, Chris Nelson (Police and Crime Commissioner for Gloucestershire) will speak at 6.00pm and the meeting will follow his talk. JK suggested that Chris Nelson be asked if he is aware of the implications of the proposed cycleway. She also suggested that the steps press release, which wasn't distributed to members, be attached to the membership renewal reminder. HW suggested that the AGM should consider a change to the rule that trustees must stand down after specific terms.

Action: ST, SM, HW

12 A.O.B

DK confirmed that he is still, having observed a meeting, interested in becoming Chair. There was unanimous agreement that he should stand as a trustee at the AGM and subsequently be named the new Chair. ST said that she will remain as a trustee and provide support if needed.

13 Proposed meeting dates for 2024

It was agreed that the next meeting will be on Tuesday 16 January (with apologies from AH and JP). Other provisional dates are: 9 April, 9 July (which JH would be unable to attend) and 8 October, with the AGM in October. The meeting was shocked to hear that the Scout Hut's rent to the Council has increased from just over £100 a year to £1030, but agreed to pay the (reduced) rate of £21 for each future meeting.

14 Next meeting

The AGM will be held on Tuesday 23 October 2023 at St Paul's Church, and will be open for drinks at 5.30pm before the talk (6.00pm) and meeting (6.30pm).

The meeting closed at 6.20pm.