

Friends of Pittville Trustee Meeting 15 October 2024 at 5.00pm at the Scout Hut, Central Cross Drive

Present:

Trustees David Kay (DK), Chris Archibald (CA), Sarah de Buriatte (SdeB), John Holloway (JH), Philippa Howell, Andy Hopkins (AH), Sacha (SK), Sally Thomas (ST), Henry Williams (HW)

Minutes Andy Hopkins

1 Apologies Janina (JK) and Joc (JP). Prospective new trustees were unable to attend but will come to the next meeting.

2 Minutes of the last meeting These were passed.

3 Annual and Finance Reports These were circulated before the meeting. In summary, FoP is a little up on expenditure and a little down on income. Fund-raising events went well. Major outgoings this year were covered by grants; part of the costs of the shed will be carried over into the current year.

4 Regular activities

4.1 Green Space Volunteers (GSV) Working parties have averaged 20 people. Unfortunately, since David Richards can no longer drive, he won't be able to attend future working parties. David is an ex-trustee and great supporter whose knowledge of horticulture will be greatly missed.

4.2 Summer party This went well and £440 was raised. Our thanks to DK and Caroline for hosting the event at their home, donating wine and baking cakes, and to Morrisons and Once Upon a Tea Room for their donations.

4.3 Drop ins The temporary Pump Room cafe is about to close, probably on 20 October. Rumour has it that the cafe will move to the Pump Room and be open for three days a week; we think, Monday to Wednesday. ST and JH will investigate. This could cause problems for the young musicians concerts run by Andrew Auster. DK has subsequently been informed that the Pump Room café will close altogether on October 20 and there will be no café offering indoors. New venues will be investigated.

Action: All trustees

5 Projects

5.1 Tree board This was in place for Heritage Open Days (HODS). HODS walks had 21 people in all and were very enjoyable. ST suggested putting the text of the walks on the website.

Action: ST, JH, CA

5.2 Sensory beds CA has met Steve Mason from CBC to discuss the stages necessary to bring the project to fruition. CA will write notes. Three artists have so far submitted ideas for the artwork, but none is ideal in its current form. CA and AH will explore possibilities for taking things forward. There was a general discussion about possibilities and about the involvement of schools or other groups in producing their own artwork or bug hotel. CA will explore more funding possibilities and there were suggestions that commercial sponsorship might be sought.

Action: CA, AH

5.3 Tool shed This is now up. Before the meeting, it was agreed to allocate £250 for kitting out the shed. It will not replace the pavilion, which will still be needed for the storage of larger items. CA has done an inventory of GSV tools and has produced a list of hand tools that need to be provided in addition to what we currently have. Ideas about how to obtain these tools included: approaching garden centres (DK), and putting a list of requirements on the website, inviting members to donate (JH). CA will circulate a list in case trustees have spare tools available. There are insurance implications to having a new shed and we all felt that since it formally belongs to CBC, and they pay for services, we could ask that insurance be covered by them.

Action: CA (and others)

5.4 Pump Room steps There are some technical issues to be overcome before sign-off by Enover. There is a contravention related to the contract because an invoice and subsequent payment took place outside the agreed timescale. DK is dealing with it by promising that FoP will put systems in place to prevent this situation arising again.

Action: DK

5.5 Bicentenary project This will be in the form of the Pump Room board. CA has a quote of £600 from the person who has done the artwork for the other boards. The price of making the board itself may well have gone up. There is also the question of somebody paying for the installation; installation costs have previously been borne by others. DK suggested approaching the steps contractor, asking the company to do it free. The best time for the installation would be June/July 2025. A steering committee of CA, ST and perhaps Judie Hodsdon will explore grants for the Pump Room board. It was felt that The Cheltenham Trust should be kept abreast of FoP's plans.

Action: CA, ST

6 Website and newsletter

6.1 Website This won't be ready for the AGM, but sample pages are coming and Louise Allerton (LA) and JH need trustees' feedback. There have been membership issues on the website. JH and JK will meet to list all the things that Ben Jeffery needs to do for online membership payments to work smoothly, and that is covered in the initial payment. The committee approved £250 expenditure on five hours of Ben's time to deal with future work during the coming months like the transfer of the Pittville History Works data to a UK host or the programming that may need to be done to complete the website rebuild.

Action: JH, JK, SdeB

6.2 Newsletter We will continue producing two versions of the newsletter, one for the website and one for the noticeboard. JH, AH and LA will meet to decide about adding QR codes to noticeboard copy. Trustees should contact AH with any ideas for the December newsletter. Deadline for copy will be 15 November. Contributions from Pittville History Works are missed. It was suggested that Judy Langhorn might be asked to write occasionally.

Action: JH, AH, LA

6.3 Trustees It was agreed to ask LA to become a trustee because her knowledge of communications and marketing would be invaluable to the committee. ST, PH and HW will no longer be trustees after the AGM, although ST is prepared to help out with particular tasks such as the quiz and plant sales, while PH is prepared to carry on with the duck feeder but would like a helper.

7 Membership

A report from JK was circulated before the meeting. Increased membership costs have not deterred numbers, but more than fifty people have renewed at the old rate. JK will send an e-mail pointing this out. (See also 6.1 above)

Action: JK, SdeB

8 Fund-raising

8.1 Quiz night This will be on Monday 24 February at the Feathered Fish. Online payment should work better this year. Each trustee was asked to try to find a prize donor.

Action: All trustees

8.2 Plant sale 3 May is the first Saturday in May. CA will speak to David Richards about this.

Action: CA

9 AGM

No boards are needed this year. DK will bring FoP awards. ST will buy wine, coffee etc. JP will help ST to serve. AH will do tech. Everyone offered to help setting up and clearing away. CA, ST and AH will meet in the church the week before. ST will arrange this.

Action: All

10 2025 Excomm dates

These will be 7 January, 8 April, 8 July, 7 October, with a new start time of 5.30 PM.

AOB

11.1 Cheltenham Volunteer Sector Information should continue to be sent to the Chair. If a trustee is available for a meeting, a representative will be sent. ST will inform Angela Gilbert, who runs the Forum.

Action: ST

11.2 Auditor Joe Marr will no longer audit the accounts after this AGM, so a replacement needs to be found.

12 Next meetings

The AGM is on 11 November. The next Excomm meeting will be on 7 January at 5.30pm in the Scout Hut.