



## Minutes of the Trustees' Meeting Wednesday 15 November 2017 at 18.15 at the Municipal Offices

### Present

Judie Hodsdon (chair), Paul Benfield, Fiona Clarke, Chris Archibald, Philippa Howell, Sandy Marshall, David Richards and Henry Williams.  
Non-voting representatives: Adam Lillywhite, Dennis Parsons and John Payne.

Abbreviations: CBC = Cheltenham Borough Council; CHS = Cheltenham Horticultural Society; GRCC = Gloucestershire Rural Community Council; GSV = Green Space Volunteers; PHW = Pittville History Works

### 1 Choosing of office bearers and possible new trustees

This was the first trustee meeting since the AGM. FC had e-mailed trustees asking who wished to put themselves forward to be an office bearer. Three trustees had, and were duly elected:

Chairman - Judie Hodsdon, nominated by HW, seconded by CA  
Secretary - Fiona Clarke, nominated by DR, seconded by HW  
Treasurer - Paul Benfield, nominated by SM, seconded by PH.

JH noted that this is her third year as chairman and that it would be good for the group if someone else were to take over from the 2018 AGM. FC has indicated that she will not continue as secretary and will be away for two months March to May 2018. HS has indicated that she wishes to relinquish her website and Facebook roles at 2018 AGM. GJ will continue as Membership Secretary until 2019 AGM. It is therefore important that new people are 'recruited' and are inducted during 2018. JH noted that some of FC's duties could be reallocated, e.g. mailings via Mail Chimp.

Three people have expressed an interest in being appointed as trustees, two of whom are already members. It was agreed that FC would follow up with these and the third will be considered in June 2018. **Action: FC**

The non-voting representatives joined the meeting at this point.

### 2 Apologies

Gloria Jones and Hilary Simpson.

### 3 Minutes of last meeting, 13 September 2017

FC noted that paras 13.1, 13.2 and 13.3 on page 4 should have read 13.2, 13.3 and 13.4. The Minutes were then accepted as a true record of the meeting.

### 4 Matters arising

**3.1 Refer para 6, FOP 'Style manual':** this awaits action still. **Action: FC**

**3.2 Refer para 12, National Citizen Service (NCS):** the students have not provided the 'what to feed wildfowl' posters although CBC has asked for them.

Gloucestershire Young Carers who will run the scheme from 2018 have not responded to CA. It was agreed not to pursue either further.

**12 Pop-up space/exhibition at The Wilson, November 2017 – “Breaking New Ground”:** JH and FC had met the project manager/curator who thought our static ‘Roadshow’ display was not appropriate. JH had sent the script for PHW’s lunch time entertainment at the East India Café in 2016 for any drama group which might like to use it. As far as we know this was not taken up.

**13.1 Consultation on proposal for a parish council in Pittville:** an e-mail had been sent to members on e-mail via Mail Chimp and JH had sent a ‘pros and cons’ list to CBC in response to their invitation for FOP’s thoughts as a stakeholder.

**13.2 Civic Awards 2018:** Three trustees had offered to be the FOP representative on the Panel and SM was the lucky one for 2018.

## **5 Annual General Meeting 2017**

JH noted that various questions had to be asked. If held in mid-October, did this allow enough time for the Treasurer to finalise the accounts and have them checked? PB thought there was, but the difficulty is that he takes his annual leave during October. He thought that FOP might need to tighten the independent examination of the accounts if more money passes through. It was agreed to check the Charity Commission guidance.

Several people were unhappy with the audibility of the various speakers as the sound system did not appear to be working properly. As there were over 60 in the audience we ran out of adult chairs. The school no longer seemed to have cups and saucers. The sound system and the lap top connection to the screen had been checked three weeks in advance but the school caretaker was not there on the night to indicate how to turn up the volume. This called into question future use of Dunalley School. JH would like to continue to use it as it is in Pittville, has parking, and is easy to get to. It was agreed to bring our own sound system in 2018 and cups and saucers if necessary. The sound and the laptop/screen interface must be checked rigorously well in advance.

It was agreed to have a speaker again and to keep the Pittville theme. Several names were mentioned. For action in 2018.

**Action: FC**

## **6 Newsletter 2018**

SM wondered if FOP could afford all four issues in colour. It cost £200 more for the October run of 2300 copies. It had been agreed that members get the January issue in colour, and the public distribution in October recruiting new members also be in colour. It was agreed to see how many new members joined by the beginning of December 2017 before deciding on all four being in colour.

PH was very grateful for the Windsor Street allotments item in the last issue as all three were let to local people and there is now a waiting list.

Initial thought on items for inclusion in the January issue include a report on the AGM and office bearers; plant sale; PHW visit to Formosa House; the Community Pride funded learning project; tree planting west of Tommy Taylors Lane; car parking income from the November race meeting.

## **7 Finance/budget 2017/18**

PB reported that there was not much movement although subscriptions were coming in. The big news is that FOP can now make online payments and all need to obtain bank details from organisations they deal with.

PB handed around the 2016/2017 budget, comparing the actuals with the predicted income and expenditure. Overall there was a surplus of £1300. He will circulate a draft 2018 budget for trustees to check and bring figures to the next trustee meeting. **Action: PB and all trustees**

## **8. Forthcoming events**

**8.1 November 17-18 race meeting parking Albemarle Gate:** HW and CA have arrangements in hand. The parking fee matches that of the race course. There is no charge on Sunday so FOP will not man the car park that day. There will be no parking on the grass if the ground is wet. HW noted that the car park is increasingly being used by commuters.

**8.2 The Cheltenham Trust Stakeholder Engagement Workshop “Reimagining Cheltenham Town Hall” 28 November:** FOP has been invited to this workshop; PH and HW will attend. JH may and HS will attend, in other capacities.

**8.3 Drop-Ins 2018:** FC will not organise these in 2018 for two reasons – the number of members or potential members attending is small, although trustees are well represented; and she thinks it is time for someone else to take responsibility. It has been a useful and usually enjoyable event for FOP and sixty people have attended over the four years. However, most do not return. It was agreed to have a notice in the newsletter for a volunteer to organise it from February. However, FC said that a trustee MUST attend each time as it is not solely a social event; we need someone to be able to speak with some authority about FOP and Pittville matters. **Action: FC and SM**

**8.4 FOP Quiz Night:** FOP member Amanda Slayton-Joslin has offered to organise another quiz night in January or February. FC explained that Amanda is a regular quizzier at The Feathered Fish on a Tuesday evening; it opens especially for us in a Monday evening; we must use their quizmaster whose living it is; he does charge even though we are a charity (£50). FC has worked with Amanda on the last three quizzes and asked for a volunteer to take her place. PH offered; FC will inform AS-J and brief PH.

**8.5 Cheltenham Cleeve Vale Rotary Club 12 March 2018:** the first talk, on 29 November, had been noted already in the September Minutes; since then JH has confirmed 12 March as the date for the talk to the ladies section

**8.6 FOP Plant Sale, 2018:** Saturday 5 May has been agreed by DR and CA. Plans will be firmed up in the New Year. **Action: DR and CA**

## **9. Pittville History Works**

HS had provided a short report on progress, as follows: “The Pittville History Works Group met on Monday 13 November. The group welcomed new member Martin Renshaw who lives in Pittville Circus Road. The group has moved into the twentieth century and members have started transcribing information from the 1911 census and the 1939 register. A number of projects are also being researched, including: The histories of the shops on Prestbury Road (Gloria Jones); Schools in Pittville, including the story of Mary Jane Briggs (Mark Penfold); Pittville households with slavery connections (Sandy Marshall); The origins of Pittville house names (John Simpson); The Pittville Pageant of 1908 (Judy Langhorn). A visit was organised to Formosa House, Northfield Terrace, a listed building with an interesting history which is currently being restored and refurbished”.

JH reported that PHW had nominated a women’s suffrage campaigner Florence Earengy for a commemorative blue plaque in Wellington Square. Her biography is at <http://pittvillehistory.org.uk/ppage.php?personid=6704>

It was agreed that FOP, in principle, could contribute up to £200. Other sources of finance are currently being explored. Blue plaques are managed by Cheltenham Civic Society and the trustees must approve the plaque before further action takes place.

## **10 Green Space Volunteers**

CA reported that 400 ‘whips’, provided by The Woodland Trust will be planted west of Tommy Taylors Lane on 16 November. There is more work to be done clearing behind

Pittville Pump Room. Volunteer numbers remain about 22 each time. The annual meeting and celebratory cakes will be held in the pavilion on the Agg Gardner Recreation Ground on 7 December in the second half of the working party.

HW noted that two cars had been parked for months, and not moved, behind the Pump Room and these had impeded volunteers' work. He was advised that the police will check it out if reported to them. **Action: CA to inform the community ranger**

## **11 Community Pride 2017 grant, 'Learning in Pittville Park'**

PH reported there had been a meeting of the key people on 18 October and that the FOP team agreed that they would all take photos of trees. Men in Sheds will make labels for them in due course. The Minutes are to be sent to FC for the records. **Action: CA**  
This has been actioned and *see Appendix 1 Minutes*.

## **12 Membership**

**12.1 New 'General Data Protection Regulations' (GDPR)** come into force in May 2018. "These new regulations will introduce changes to the rules surrounding the ways in which data is collected and used in the UK. It is therefore essential that the voluntary sector review data collection, management and protection processes to ensure compliance and avoid the risk of fines" (quote from GRCC website). This will cover not only FOP members but the GSV, PHW, newsletter deliverers and trustees. There was some discussion about the implications for FOP and other charities. JH thought that FOP would be able to meet the requirements relatively easily and that it probably was not worth paying to attend a course such as the one held by GRCC. She will liaise with a charity which did and will produce a document which could be included in a future newsletter for members. **Action: JH**

**12.2 'Junior' membership for students:** this was deferred to the next meeting as time was limited. **Action: FC**

## **13 Christmas cards**

FC had e-mailed a financial report to trustees, noting a £9 loss to date on the sales over the last three years. She requested that the cards be written off once the cost was covered. Several trustees and non-voting representatives then bought £10 worth of cards. GJ has taken some to sell, so there will be a small profit. Rather than bin the cards they can be used by FOP, given away, or a small donation requested at events, e.g. CHS shows. FC sounded a note of caution as she had found it difficult to even give away two of them as the pictures were too sunny or too wet and didn't depict snow!

## **14 Dates of meetings for 2018**

FC will book rooms at the MO, barring Mondays and Fridays. She will also check with Pittville School on using the school for one meeting or organising a visit for FOP members. **Action: FC**

## **15 Any other business**

**15.1 Charging for use of parks by commercial groups:** DR noted that Bristol parks were now charging dog walking services. CA said the CBC does charge commercial services such as British Military Fitness and Buggy Fit.

**15.2 Evesham Road north of Albemarle Gate and other matters:** JP reported that the stump will be ground down shortly. Also, a resident in Wellington Square had reported honey fungus but apparently this variety is harmless. FC noted that two lime trees in Pittville Circus were to be felled because they are diseased; AL was concerned to hear this and asked to be kept informed if she heard more. **Action: FC**

The meeting ended at 7.55 p.m.