

Friends of Pittville Trustee Meeting**Tuesday 22 October 2019 6.15pm****Present:**

Trustees: Judie Hodsdon (JH), Fiona Clarke (FC), Paul Benfield (PB), Gloria Jones (GJ), Chris Archibald (CA), Andy Hopkins (AH), Philippa Howell (PH), Janina Kay (JK), Sandy Marshall (SM), David Richards (DR)

Non-voting representative: Dennis Parsons

Minutes: Jocelyn Potter

1 Welcome and apologies JH welcomed everyone. Apologies were received from Henry Williams (HW) and Jo Stafford.

2 Minutes of 3 September 2019 meeting para. 6.1 'No. 31' should read 'No. 38'. The minutes were then accepted as a true record.

3 Matters arising

3.1 FoP communication Discussion of the paper circulated at the September meeting was postponed until the December meeting.

4 AGM

4.1 Finance Report PB summarised the accounts, which were circulated in advance. In the year ending 30 September 2019 a reasonable surplus was made and reserves increased to almost £17,000 – some ringfenced, for use in current and future projects such as the rockery and steps. The report has been reviewed by Joe Mar, the independent examiner, and signed off. FC queried the amount of PRAG income; PB will check. Subject to that, the report was approved by the trustees. PB will email the final version and FC will put it on the website.

Action: PB, FC

The budget for 2019/2020 was also discussed. JH requested the allocation of £100 for treating volunteers. AH pointed out that there will be a slight increase in newsletter costs, since all editions will now be in colour. He also felt that more should be allocated to web hosting; FC replied that an increase from £12 to £100 was included, but PB will raise this to £200. JH thanked PB for his work.

Action: PB

4.2 Chairman's Report The meeting approved the report (which, together with the Finance Report, will constitute the Annual Report for the AGM). JH will present a Powerpoint version at the AGM.

Action: JH

4.3 Nominations JK submitted a completed form, for election at the AGM. Robert Hyatt-Williams was away, but CA suggested that if his willingness to be a trustee had been put in writing, he could be elected without a form. JH and FC will check emails.

Action: JH, FC

4.4 Practical arrangements They will be as for the 2018 AGM. The room will be available from 5pm. JH asked trustees to be there by 6pm if possible; 6.30pm at the latest. FC or GJ will find out if wifi is available. FC will pass on the 16 apologies (so far) to JP.

Action: All

5 FoP responsibilities The previously circulated table will be updated following discussions between JH, FC and SM. There were no other comments, but JK suggested investigating how to make the best use of the mailing list database.

Action: JH, JK

6 FoP website and email

FC reported that since the current hosting wasn't good enough, it should change, but she had run out of time to be involved in decisions. Dan Epsley (DE) has suggested alternatives, but there is a need for email facilities that suit everyone. PB had been offered a credit card for FoP, but in his name, with a limit of £100 a month, for web hosting and domain name renewal. AH said that it was important not to choose the cheapest level of hosting, so that there is enough protection, appropriate mailboxes etc. He suggested asking for a volunteer at the AGM to investigate alternatives with a technical expert. It was agreed that a local expert, or someone able to travel, would be more useful than DE; a few suggestions were made. It was agreed that FC will thank DE for past work and settle his bill, although his services will be retained temporarily in case of problems; that the current hosting will remain while a new technical person is sought. JH asked everyone to consider whether they had any relevant contacts, and thanked FC for her hard work and for persevering despite all the difficulties.

Action: FC, All

7 Cheltenham Lottery 16 tickets have been sold via the FoP website. This needs to increase to 50 or FoP may be dropped from the scheme, and JH encouraged trustees to buy tickets. The lottery will be publicised at the AGM and through the newsletter. AH will provide a permanent Facebook link.

Action: All

8 Regular activities

8.1 Green Space Volunteers Minutes of a meeting with Cheltenham Borough Council staff had been circulated. CA reported that they were waiting for Linda Thomas's planting notes on the rockery. Volunteer numbers are similar to numbers in the first part of the year, and there will be coffee and mince pies for them before Christmas. JH suggested that FoP pay for a tree specialist to remove the dead parts of the yew tree at 'bed 38'. CA will talk to Malcolm Walls, and agreed that the leaning cherry tree needs to be removed. JK highlighted the issue of mushrooms springing up in abundance. In early November, CA will pass to AH, for the newsletter, a photograph of David Jason driving a C5 in the park. PB mentioned the lack of litter bins in the car park above the Pump Room, and the resulting litter problem.

Action: CA

8.2 Pittville History Works SM had circulated minutes, and mentioned the next meeting, which will be held jointly with the Holst Birthplace Museum. She encouraged trustees to look at the website.

8.3 Pump Room Action Group (PRAG) Following a circulated paper, FC reported that little emerged from the meeting with Laurie Bell. The date for a proposed strategy day hasn't been fixed. The draft leaflet has returned to the drawing board. PRAG's report on the mystery shopping experience is being printed. The only real progress recently has been the use of A-boards outside the Pump Room to show that the building is open. FoP trustees agreed with FC's suggestion that PRAG should become more hard-hitting with The Cheltenham Trust. JH pointed out that money collected at the Pump Room is income for FoP, so PRAG (if it decides to become independent) needs to apply for it before it can be passed on. DR suggested that a potted history video should be shown in the Pump Room to compensate for the drop in volunteer hours. PB asked whether PRAG is splitting from FoP; JH replied that no formal proposal has been received.

9 Future events

9.1 Drop-In, Thursday 31 October 2019

9.2 Rotary talk, 31 October 2019

9.3 Races car parking, 16 and 17 November 2019 and March 2020 CA asked for more volunteers.

9.4 Social events, 2020: Quiz Night, 24 February

9.5 CHS Spring Show, 5 April 2020

9.6 FoP Plant Sale, 9 May 2020

9.7 Pittville after Pitt, talk by Steve Blake, 30 October 2020

10 Any other business

10.1 Newsletter AH announced the deadline for copy for the December newsletter – 15 November – and asked trustees to contact him immediately after the meeting to let him know what their contributions will be. JH will write about the lottery; PH about the quiz; CA about bed 38 (and he will send on the Telegraph article about fun runs, which mentions Cheltenham's Saturday morning parkrun). JH suggested that there should also be reports on regular activities, such as PRAG's work.

Action: All

10.2 GJ's email address GJ asked that trustees now use her personal email address.

10.3 Secretary FC will be standing down at the AGM and SM has offered to take on some of her responsibilities, which will leave a gap before the next Excom meeting. JH suggested that to avoid that, SM should be elected immediately as the new secretary. (There were no other candidates.) This was agreed. Other officials will be elected at the December meeting.

11 Date of next meeting Tuesday 10 December 2019

The meeting closed at 8.00pm.