

Minutes of a Meeting of Tetbury Rail Lands Regeneration Trust held on Thursday 17th September 2015

Registered Charity No1092160 Registered Company No 4102029

Patron: His Royal Highness The Prince of Wales

Date: Thursday 17th September 2015

Time: 7.30 pm

Venue: Tetbury Town Council Offices



1. Attendance

Present: Will Cook (Chairman) Peter Atkinson, Laura Colquhoun (part-time), Anne Cox (part-time), Barrie Doyle, Mary Doyle, Jo Gale, Stephen Hirst, Jessica Mallinckrodt, Brecon Quaddy, Karen Quaddy, James Scurlock, Carolyn Witcher, David Walker (acting Secretary).

Apologies: John Andrews, Caroline Morgan, Andrea Payne.

2. Minutes of the meeting held on Thursday 20th August 2015

It was proposed by Barrie Doyle, seconded by Brecon Quaddy and agreed by all present that the minutes of the meeting of 18 August 2015 be accepted as a true record. .

3. Matters arising

There were no matters arising that were not due to be covered by the agenda.

4. Joint working with Tetbury Town Council

- a. **Update on architect.** The Chairman reported that a meeting earlier that day with Tetbury Town Council (TTC) had been very successful. He presented to the meeting the latest drawings showing seating for up to 200 people. He expected to receive quotes for the work in two weeks' time.
- b. **Work on site – outside platform.** Work on the old cattle loading dock was going well. The architect had been instructed to ensure that provision was made from the Goods Shed for utility services to the platform and the possible railway carriage.

5. Funding and business planning

- a. **Treasurer's Report.** In the absence of the treasurer Barrie Doyle gave an update on finance. (Afternote received from Treasurer: the bank balance was now £32,669. A cheque for £740 had been received from Cohen's, the chemist, who raised £390 themselves and the owners of the pharmacy had doubled the money raised up to £350 as this year they were celebrating 35 years in business.)
- b. **Report from Funding Group/Progress of Current Bids.** Barrie Doyle stated that no new awards of funding had been made in the last month but submissions to Gloucestershire Environmental and the Leader funds, together totalling about £100k, could be made as soon as quotes for the cost of the works had been received. He noted that John Andrews had located a new source of potential funds.
- c. **Joint Business planning** – nothing to report

6. **Business sponsorship.** The Chairman noted that it was still too early to develop any business sponsorship.
7. **Report on meeting with Maggie Heaven to discuss working with the Dolphins Hall.** The Chairman reported that he and Barrie Doyle had met Maggie Heaven, the project leader for the Dolphins Hall development, and she had expressed her desire for the two project teams to work together for the good of the people of Tetbury. She had invited him to address the Dolphins Hall committee and to explain the Goods Shed project to them. Will further noted that TTC had booked the Dolphins Hall on 3rd October in order that all Tetbury clubs, societies and charities can present their work to each other and the public. The Chairman said that he would be present at the event with a TRLRT stand.
8. **Rail track bed developments.** The Chairman reported he had met Mr Mike Tucker who was now happy for the old track bed through his land to be a bridle way, however, he requested TRLRT's support to close the current footpath from the old track to Long Newnton road in which event he would allow a footpath from the old Larkhill crossing (currently a double gate on the track) along his drive and up to the Long Newnton road. Will explained that Long Newnton PCC had previously objected to this plan as it increased the length of the journey from the village to Tetbury, however, it was he noted that an even shorter route from Long Newnton to Tetbury existed via the Monarch's Way. The Chairman also stated that he had learned from Martine Taylor that footpaths could be redirected by order of the magistrates' court. David Walker asked for confirmation that Mr Tucker would also open up the track bed from Larkhill crossing to the site of the old Larkhill bridge. Will confirmed this. It was agreed by all that TRLRT should support Mr Tucker's proposal.
9. **Proposed new policy for running and managing the Trust.** The Chairman stated that in the interests of more responsible management of the Trust certain new policies needed to be introduced and he gave out a brief on these proposals, see Annex A.
 - a. **Aims.** Stephen Hirst proposed that the aims of the Trust as given in the brief should exactly reflect those recently introduced into the Trust's charter, i.e. it should include the management and running of an Arts centre. This was agreed by all.
 - b. **Complaints Handling.** It was agreed that the best place to notify the public of the complaints procedure (Annex B) was on the web site to which end Brecon Quaddy was requested to add it and the complaint form to the web site.
 - c. **Appointing new trustees.** The Chairman requested all current trustees to complete and sign a copy of the trustee's declaration (Annex C) and return it to him.

10. Report on Future Events

- a. **Plans for 2015/16.** The Chairman stated that, due to the uncertain timing of the building schedule long term planning for 2016, it would best be left to the following meeting by which time the availability of the Goods Shed for holding events would be clearer. Brecon Quaddy reported that Jan Vriend had volunteered to give another piano recital while he was still able to do so. Brecon agreed to look into when and where this event might happen.
- b. **Goods Shed Calendar.**
 - i. **General.** Karen Quaddy reported that all the photo shoots were now complete and she circulated some first proofs to the members. It was hoped that calendars would be available for distribution in the first week of October. The initial print run was for 1,000 with a sale price of £9.99. She further noted that she and Jessica had a meeting the next day with Kate of the Royal Oak who intended to give copies to all her guests.
 - ii. **Launch Event.** The launch event was to be on Friday 30th October, 7-9pm at the Goods Shed. It was agreed that Invitations should sent in hard copy and that those invited should include: our patron, HRH the Prince of Wales (via his secretary with covering letter); Mike Tucker; Mr Barry Gibb of the

Dolphins Hall; all photographic models; all the retailer sponsors; representatives of various museums/ organizations that have given assistance; potential fund givers (Barrie Doyle to provide names).

- iii. **Additional Sales.** It was suggested that the front cover showing the volunteers would make a good Christmas card. Brecon Quaddy was requested to obtain costs for various print runs and inform the Chairman who would gain members' approval by telephone. Karen suggested selling the calendar (and cards?) on-line. Brecon was requested to investigate this option and take action as necessary.
- iv. **A2 Prints.** Karen suggested that an A2 print of each photo be made so that they could be hung at the launch and be subject to a silent auction with a reserve at least equal to the cost price. It was further suggested that HRH should be requested to sign the photos.
- v. **Catering.** It was agreed that some form of catering, ie drinks and nibbles, was required for the launch reception. Stephen Hirst suggest Charles Whittaker of Alium Catering Karen and Brecon were requested to investigate and propose a budget to the Chairman who would seek members' approval via telephone.
- c. **Presentation to new TTC councillors Mon 21 September.** The Chairman stated that he, Barrie and Brecon would be making a presentation to the new councillors about TRLRT's aims and plans on the following Monday.
- d. **Boot Sale 11th October.** The October boot sale would go ahead but in the outside area only due to the Sculpture Exhibition.
- e. **Folk evening** The proposed folk evening has been cancelled.
- f. **Sculpture Show 1 – 21 October.** Barrie Doyle reported that there had been lots of interest in the Sculpture Show and it was planned that 23 sculptors would be exhibiting 3-4 pieces each including some large steel sculptures place outside the Goods Shed. £700 of deposits had been taken and a commission of 20% would be taken on all sales. A4 and A5 fliers had been printed, a special website set up (<http://www.shed-arts.co.uk>) and arts societies invited. It was agreed that a low-key reception would be held on Friday 2nd October with "in-house" catering similar to the previous year; Barrie to organize and request assistance as required.
- g. **Bring and Buy 12th November.** It was reported that Jill Dodge would be holding her annual Bring and Buy coffee morning (but all day) at her home, 3 Northleaze.
- h. **Carol Service Friday 18th December.** The annual carol service was to be on Friday 18th December. Jo Gale reported that she believed some people at the previous year's service had been disappointed by the "down-beat" programme and suggested a snappier service with livelier carols. Brecon Quaddy suggested that Romnapella be approached directly (not via the school) to perform.

11. AOB

- a. James Scorlock requested a firm date for the return of the museum railway equipment. Karen Quaddy agreed to continue chasing the owners and would keep James informed.
- b. James suggested that a future event might be a sponsored bike ride around Tetbury with a railway theme, ie using the rail track bed where possible and possibly getting as far as Kemble. The members agreed that this was an excellent idea. A detailed proposal – dates, routes, administration etc - would be welcomed.

12. Date of next meeting – Thursday 15th October 2015 at 7.30pm in the Town Council Offices.

Annexes:

- A. Proposed New Management Policies for the TRLRT.
- B. Complaints Procedure.
- C. Declaration by Trustee.

Proposed new management policies for the TRLRT

The aim of our trust at the present time is twofold: to run events that raise money for the conversion of the Goods Shed into an Arts Centre and galvanise support within our community.

Risk Management

Every event the T.R.L.R.T. puts on is to be fully risk assessed. This procedure ensures the health and safety of organisers, performers and audience as well as the protection of the fabric of the building.

Investment

Not relevant at this stage of the project.

Vulnerable Beneficiaries

Provisions are always to be made to ensure that vulnerable participants are taken care of and given access to our events.

Conflict of Interest

Before our trustees' meetings the participants are to be asked whether there are any conflicts of interest in any matter arising on the agenda.

Volunteer Management

All our volunteers are to be advised on the aims of the trust and are supervised by trustees.

Complaints Handling

The Trust is to put a complaints procedure in place.

Appointing new trustees

All newly appointed Trustees will be asked to sign a declaration.

COMPLAINTS PROCEDURE:

TETBURY RAIL LANDS REGENERATION TRUST

We aim to get it right.

The Board of the Trust and its members aim to achieve the objectives of the Trust at all times. The objects for which the Trust was set up are to develop, maintain and regenerate for the benefit of the general public the lands and buildings on the site of the former railway yard in Tetbury. In doing so the Trust is obliged by its constitution to consider the development of the site to further the educational, cultural and community needs of Tetbury.

The Trustees and the Board Members are conscious of the responsibilities placed upon them and the need to listen and consider proposals by the general public which may assist in pursuing the aims for which the Trust was set up. It is to be hoped that the development and use of the site will benefit and please the general public, but the

Board accept that there are occasions when it is not possible to please everyone.

What to do if you have a complaint

If you feel that you have a legitimate cause for complaint to the Trust Board, we suggest that you telephone the Trust Chairman, Will Cook, on 01666502877. Most complaints are solved by a telephone call.

If the matter cannot be sorted out over the telephone, or you are still unhappy after you have spoken to the Chairman, or, indeed, if the matter is particularly serious, please register your complaint using the attached form. The form should be posted to the Chairman (11B Northfield Road, TETBURY, Gloucestershire, GL8 8HB) who will acknowledge your complaint in writing within 5 days. The Board will look into the issues raised and you will receive a written reply from the Chairman within 10 working days. The reply will summarise the response of the Board of Trustees to your complaint.

The Board of Trustees is happy to receive your comments, either good or bad, concerning the running of the Trust. It is to be remembered by everyone that the Trust exists to benefit the majority of the community members of Tetbury.

TETBURY RAIL LANDS REGENERATION TRUST

COMPLAINT FORM

I wish to make a complaint

Name

Address.. ,Postcode

Tel no: (home) Tel no:
(work)

E-mail address:

This is my complaint:

What would you like us to do to put the matter right?

Have you already contacted the Trust about your complaint? Yes/No

Who did you complain to?

How did you complain?

(e.g. telephone, in writing or in person)

If you are enclosing any documents with this form, do you want them returned?
Yes/No/Not applicable

Any other comments:

Signed

Dated

YOU CAN POST THIS FORM TO:
The Chairman, Will Cook,
The Tetbury Rail Lands Regeneration Trust,
11B Northfield Road, Tetbury, GL8 8HB

Tetbury Rail Lands Regeneration Trust

Declaration

Name of Individual

Role in the organisation

I the undersigned declare that:

- I am not disqualified from acting as a charity trustee.
- I have not been convicted of an offence involving deception or dishonesty (or any such conviction is legally regarded as spent.)
- I have not been involved in tax fraud.
- I am not an un-discharged bankrupt.
- I have not made compositions or arrangements with my creditors from which I have not been discharged.
- I have not been removed from serving as a charity trustee, or been stopped from acting in a management position within a charity.
- I have not been disqualified from serving as a Company Director.
- I will at all times seek to ensure the charities funds, and charity tax reliefs received by this organisation, are used only for charitable purposes.

Signed Date

Home address:

.....

Previous address if moved in past 12 months:

.....

National Insurance number

Date of Birth: