

Minutes of a Meeting of Tetbury Rail Lands Regeneration Trust held on Thursday 22 October 2015

Registered Charity No1092160 Registered Company No 4102029

Patron: His Royal Highness The Prince of Wales

Date: Thursday 22 October 2015

Time: 7.30 pm

Venue: Tetbury Town Council Offices



1. Attendance

Present: Will Cook (Chairman), John Andrews, Barrie Doyle, Mary Doyle, Peter Lockley, Caroline Morgan, Brecon Quaddy, Karen Quaddy, James Scurlock, Carolyn Witcher, Jan Vriend, David Walker (Secretary).

Apologies: Laura Colquhoun.

2. Trustees' Declarations

The Chairman asked all Trustees to declare any conflicts of interest that might arise from the proposed agenda. No Trustee declared any conflict.

3. Minutes of the Meeting Held on Thursday 17 September 2015

It was proposed by Brecon Quaddy, seconded by Barrie Doyle and agreed by all present that the minutes of the meeting of 17 September be accepted as a true record. .

4. Matters Arising

- a. The Chairman asked that the new management policies proposed at the last meeting be formally accepted by the meeting. This was proposed by Caroline Morgan, seconded by David Walker and agreed unanimously. Brecon Quaddy stated that the management policies including the complaints procedure had been placed on the Trust's website.
- b. The Chairman proposed that Jan Vriend become a Trustee and this was agreed unanimously. The Chairman was to liaise with Julia Hasley to formalize the nomination.

5. Joint Working with Tetbury Town Council

- a. **Goods Shed Rebuilding.** The Chairman reported that a further meeting with Tetbury Town Council (TTC) and the architect had taken place to discuss the latest drawings. These had not included details of heat and sound insulation and so the architect had been tasked to consult appropriate experts. Will Cook informed the meeting that TTC was hesitant to finance the shortfall between expected cost and funding raised. This resulted in a need to reduce costs by delaying procurement of the retractable seating and of considering new ideas to raise money. John Andrews made two suggestions:
 - i. Obtain a copy of the Directory of Grant Auditing Trusts which lists several thousand trusts of which probably 100-200 might be likely donors to TRLRT. This directory cost £300 + VAT new or about £100 used from Amazon. The members asked John to investigate ways to find a copy to consult for free but, failing that, it was proposed by Barrie Doyle, seconded by Carolyn Wytcher and agreed by all that John could spend up to £100 to buy one.

- ii. Engage the interest of wealthy people in the area. Noting that at least half of the Tetbury Music festival's budget of £75k must come from individuals or businesses John stated that Louise Verity had offered to arrange meetings with affluent clients. He also proposed a drinks reception for potential donors towards the end of January 2016. Karen Quaddy stated that Kate of the Royal Oak, George of Artique and others were experienced in organizing and raising money for arts events. David Walker reported that Ms Verity believed that the TRLRT ought to aim to attract nationally renowned theatrical and musical companies to the Goods Shed and would therefore need to have more substantial stage and performance facilities. James Scurlock concurred and stated that toilets and dressing rooms would be essential. Will Cook noted that in the short term these could be provided by rented trailer facilities parked alongside. He also stated that the Subscription Rooms in Stroud had a simple stage curtain system to improve performances.
- b. **Work on Site**
- i. **Outside Platform.** The Chairman reported that work on the old cattle loading dock was going extremely well. The surrounding wall was now refurbished, all surplus bricks were neatly stacked, the top was clear of all debris and a further spray of weed-killer had been undertaken. The quantities of posts and railings required had been calculated and a quote for their provision was being obtained. Consideration was now needed as to what the surface of the ramp should be, brick or paved surfaces being likely to become slippery in wet or cold weather; initial thoughts were a compacted stone fines or ash with wood or brick cross pieces to give grip and to prevent the surface material creeping downwards, possibly with a paved centre path for wheelchairs. The Chairman asked all to consider the problem and make suggestions, including sources of supply.
 - c. **Play Area.** The Chairman reported that Rebecca Aldam had been asked to talk to local mothers and recommend what the proposed play area should consist of. He also noted that some objections might be expected but, as the area was already a public park, planning approval should be a formality.

6. Funding and Business Planning

- a. **Treasurer's Report.** Caroline Morgan, the Treasurer, reported that there was £38k in the current account but about £5k of this sum was for distribution to artists from the Sculpture Exhibition. Over £1,000 had been received from donations at the door. Other receipts included £130 from the car boot, £35 from the Swedish Choir in memory of Sue Stoner, and a single £200 donation at the sculpture exhibition. She stated that she had received a renewal quote of £279 for insurance (not including the building). It was agreed by all that this was essential and the Treasurer was authorized to pay. It was also agreed by all that the McGill's would be retained as accountants for the next financial year at a fee of £200. The Treasurer gave advance notice of her intention to submit her resignation on completion of the year's accounts. The following further points were raised:
 - i. **Control and Use of TRLRT's Funds.** Jan Vriend asked what was to happen to the money in the Trust's account. The Chairman stated that further discussion on this was needed with TTC
 - ii. **Interest on Current Account.** The Treasurer confirmed that no interest was obtained on money in the current account. She agreed to investigate other accounts, including those specifically for charities, to see whether there was a better one for TRLRT's purposes.
- b. **Report from Funding Group/Progress of Current Bids.** Barrie Doyle stated that the bid to Gloucestershire Environmental (£60k) awaited a builder's quote. No communication with Sainsbury's (£30k) had been had since 9 September 2015.

Representation from the Summerfield Trust (£30k) had attended the Sculpture Exhibition and he had to submit a report by that night.

- c. **Joint Business Planning.** Jan Vriend asked what the difference was between joint business planning, business sponsorship and funding generally. It was agreed that in future all these headings could be combined into the single heading of Funding.
7. **Business sponsorship.** It was reported that Dyson might be interested in offering more than a vacuum cleaner if there was a science festival at the Goods Shed. Furthermore, Colin Peacock (the Calendar photographer) had been working with Lady Dyson and might be an avenue of approach. John Andrews reported that Renishaw had supported the Brewery Arts Centre and believed that an approach was best made through an employee. He was informed that Mr Simon Ind worked for Renishaw. Jan Vriend suggested EDF as a possible sponsor.
8. **Working with the Dolphins Hall.** The Chairman reported that Maggie Heaven was now the chair of the Dolphins Hall Committee and its Development Group. In the absence of funding or agreement on major redevelopment of the Dolphins Hall, the committee had presented to TTC their plan for an extension for the youth club at a cost of about £215k. This would need a further survey and planning permission as well as extra funding. These facts and the problems of extending an old building, itself due for redevelopment, had to cast doubts on any work commencing in the near future. Will had repeated his invitation to the Dolphins to brief them on the Goods Shed plans and for one of their representatives to attend TRLRT meetings.
9. **Rail Track Bed Developments.** The Chairman reported that nothing more had been heard from Mr Mike Tucker or Gloucestershire County Council (GCC) regarding the opening to the public of the rail track bed through Mr Tucker's land. He had sent an e-mail to all concerned explaining TRLRT's position. He understood that Mr Tucker had attended a Long Newton PCC meeting and now had the PCC's support. Paul Lockley reported that GCC had sent Mr Tucker a letter and it awaited a response from him. He also informed the meeting that Lord Bathurst, whose Bathurst Estates own Kemble Lands and therefore the track bed from the railway property at Kemble to the edge of Cotswold Airport, had given his agreement in principle to opening up this section of the track bed to the public.

10. Report from Events Group

- a. **Plans for 2016.** The Chairman stated his opinion that it was important to maintain the momentum of Goods Shed events despite the uncertainty of the rebuilding schedule. It was agreed that the following events should be pencilled in for 2016 and that at the next meeting dates would be confirmed and volunteers would be requested to manage the events:
 - i. Mid-Jan – TRLRT “Late Christmas” Party – see below.
 - ii. Late Jan – Reception for Potential Sponsors.
 - iii. Jan-Apr – Concert by Jan Vriend – The preferred venue was Highgrove. James Scurlock informed the meeting that he had a contact within Highgrove and knew that any booking before Apr 2016 would be impossible and furthermore booking for outside events would be taken only for out of season, ie late October – mid-March. If HRH approved the idea it would probably be undertaken at no cost to us. James agreed to investigate the possibility of a booking late 2016/2017. Jan stated that the fall-back venue could be Chavenage or Westonbirt. He agreed to find out possible dates and costs for the next meeting. John Andrews agreed to investigate a possibly discounted quote for piano removal via one of his contacts.
 - iv. Mar – Music Festival.
 - v. Mar/Apr – Sponsored Bike Ride.
 - vi. Late May – Outside Performance/Festival – theatrical troupe such as Pantaloon or possibly our own event.
 - vii. Jun/Jul – Dog Show/Tea Party.

- viii. Sep/Oct – Sculpture Exhibition.
- ix. Dec – Christmas Carols.

b. **Goods Shed Calendar.**

- i. **General.** Karen Quaddy reported that 1000 copies of the calendar were being printed and should be available early the following week. Posters had been sent to the retailers (most of whom would be selling copies) and a half-page add booked for the Advertiser. A pitch outside the Market Hall had been booked with TTC for Sat 31 Oct and volunteers to put up a gazebo and to help were requested. 500 Xmas cards were also expected soon, retailing at £2 for 10. Calendars and Xmas cards would be available for purchase at the Launch Event. Internet sales were proving problematic.
- ii. **Launch Event.** Invitations for the launch event on Friday 30th October had been sent and about 50 people to date were expected. Carolyn reported that she had investigated the costs of bought-in canapes and decided that they were too expensive. She stated that she would be making samosas and sausage rolls and she requested Caroline Morgan to make some small cheese scones and Judith Walker to make salmon blinis, the amount being made in accordance with the expected attendance. The Chairman requested permission from the members to buy some 12mm composite board for picture mounting, the same then being used as formwork on the cattle dock. This was agreed. Will also reported that 3 infra-red heaters had been ordered and would be installed before the event. Brecon requested a small dais be constructed and Will said this would be done using available boards and concrete blocks.
- iii. **Vote of Thanks.** John Andrews proposed a vote of thanks for the tremendous work on the Calendar undertaken by Karen and Brecon Quaddy and Jessica Mallinckrodt; this was carried unanimously.

- c. **Sculpture Show 1 – 21 October.** Barrie Doyle reported that the Sculpture Exhibition had been well attended with people coming from as far as Bristol and Monmouth. Sales had been worth about £5,000. The Chairman proposed a vote of thanks to Barrie and Mary Doyle and all the helpers; this was carried unanimously.
- d. **Bring and Buy 12th November.** Caroline Morgan encouraged all to attend Jill Dodge's Bring and Buy coffee morning at 3 Northleaze, noting that there was a large amount for sale and Jill's previous sale had raised over £500.
- e. **Carol Service Friday 18th December.** The Chairman confirmed that all the necessary arrangements had been made for the annual carol service.
- f. **TRLRT Xmas Party** It was generally agreed that a TRLRT Xmas party similar to that in 2015 would be a good idea and Café 53 would be a suitable venue although we could not expect them to make the same contribution as last year and the event must be self-funding. A date in mid-January was considered to be a better time for the event than the busy time of December. The Chairman agreed to investigate further.

11. **AOB** Jan Vriend asked who would be responsible for running future events when the building work was complete. Barrie Doyle explained that the Trustees were responsible but it was the intention to employ an experienced, full-time, arts centre manager. This was because it was planned to make maximum use of the centre with, hopefully, daily events of many types.

12. **Date of Next Meeting.** It was agreed the next meeting would be on Thursday 19 November 2015 at 7.30pm in the Town Council Offices.