

Minutes of an Extraordinary General Meeting of Tetbury Rail Lands Regeneration Trust held on Thurs 18 August 2016

Registered Charity No1092160 Registered Company No 4102029

Patron: HRH The Prince of Wales



Date: Thursday 18 August 2016

Time: 7.15 pm

Venue: Tetbury Town Council Offices

1. Attendance

Present: Will Cook (Chairman), John Andrews, Peter Atkinson, Nicola Clark, Grayham Cleaver, Jill Dodge, Barrie Doyle, Mary Doyle, Jeff George, Paul Lockley, Caroline Morgan, Malcolm Norman, Brecon Quaddy, Jan Vriend, Carolyn Witcher, David Walker (Secretary).

Apologies: Laura Colquhoun, Jenny Exley, James Scurlock.

Presentation: Before the start of the meeting a presentation was given by Clare Walsh of New Brewery Arts – see Annex A

2. **Approval of Minutes of the Previous Meeting.** The minutes of the meeting of 21 July 2016 were proposed and accepted as a true record.

3. **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 at that time.

4. Actions and Matters Arising from Meeting of 21 July 2016

a. **Action 1 – List of Members.** Mr Walker reported that following the Company Secretary's advice that a membership list was needed and that all members were required to complete an application form he had compiled a list of about 50 people who had participated in Trust activities over the last 3 years. He had emailed all those people requesting that they complete and return forms. He currently had only 18 forms (Afternote: 5 more received). He further stated that members could not vote at meetings without a completed form. **Action Complete.**

b. **Action 2 – Mission Statement.** Mr Walker reported that with a few small modifications the Trustees had approved the mission statement submitted at the previous meeting. Mr Quaddy agreed to put it on the website - **New Action 1 – Mr Quaddy.**

5. Joint Working Group with Tetbury Town Council (TTC)

a. Redevelopment of the Goods Shed – Phase 1.

i. The Chairman reported that he had had a site meeting about 3 weeks previously, The colour scheme was to be GWR chocolate and cream. The side door had been changed to a double door and made slightly higher but it was still not really adequate, however, there was no money for an immediate change and with the lintel already in position and doors ordered it would cost little extra to do it at a later date. Due to lack of funds it would not be possible to build a foyer or fit out the

kitchen at present. There was to be a further site meeting and a meeting with TTC on 31 Aug 16.

ii. Mr Andrews asked whether the building would be weatherproof, especially around the main sliding doors. Mr Cook said it would be. The doors had been moved back 4in to allow for the wall insulation and the gap would be draught-proofed. He confirmed that the original canopy would be reinstated giving further rain protection. Mr Doyle asked whether there were any drawings of how the doors would fit. Mr Cook said he had yet to see any. He reported that so far TTC had had to find £15k for the revised annexe foundations, and unknown extra money for roof repairs, rehangng of doors and redigging the drain system.

iii. The Chairman reported that there was no dining area in the Phase 1 plan. As he thought this was essential for a profitable café he had investigated the option of a marquee-type structure alongside the kitchen. In answer to Mr Vriend's question he confirmed his belief that it would fit within the area allocated to the Trust in the proposed lease. To Mrs Doyle's question about vulnerability to vandals, Mr Cook stated there would be CCTV and he did not believe vandalism would be a problem.

b. **Lease..** The Chairman reported that he, Mrs Hasler, Mrs Morgan and Messrs Doyle, Quaddy and Hirst had had a constructive meeting on 8th August regarding the lease. His main concern was that TTC were proposing a rent of £15k per year at the end of the first 5 years which he thought too much considering the funding that the Trust would have put in and the fact that the Goods Shed was for the benefit of the people of Tetbury. The Trust was proposing that the rent be linked to the amount of "profit" made. There then followed a discussion as to whether the Trust could give any "profit" to a third party especially as the Feoffees on granting the land to TTC had specifically mandated that the site could not be used for "business". The Chairman stated that the TTC would consider the lease at a meeting in late September.

6. Funding and Business Planning.

a. **Treasurer's Report.** The Treasurer presented his financial statement highlighting that the Trust had only about £5k of uncommitted expenditure. Mr Andrews noted that all money raised by the Seat Appeal also had to be ring-fenced leaving nothing available for anything other than seating, cinema and kitchen equipment. Mr Lockley asked about the Gift Aid due to the Dolphins and Jole Rider. Mrs Morgan stated that those charities would have to apply for it themselves but she noted that the amounts were very small. The revised statement is at Annex B.

b. **Report from Funding Group/Progress of Current Bids.** Mr Doyle reported that the Trust expected £6,700 from the Cotswold Conservation in August but he needed a contractor's invoice. He had had a meeting with Mr and Mrs David Davies, who were professional bid managers, and they had undertaken to make further applications.

i. **Seat Appeal.** Mr Walker reported that the Seat Appeal had raised £8,250 but that the rate of donation had tailed off considerably and the campaign needed revitalising. Mrs Doyle reported that Mr Painter would give a mention in his newspaper column. Mrs Hyde said she was organizing a publicity stunt to be held within 2 or 3 months but this should only happen when people could pay for a seat on line. Mr Quaddy stated that he had had a meeting with Duck on Water and was negotiating for that company to develop a dedicated Goods Shed site, separate from the Trust's site, on which computerized bookings and payments could be made.

ii. **Presentation to Potential Major Donors.** Dr Andrews noted that the Trust had a large hole in its funding and needed major donations starting with another £50k in order to buy seats. To do this he had a plan to approach wealthy individuals and businesses. This would be centred around a very professional briefing to invited

guests, probably at the Market House in late October or early November. He envisaged a small team to undertake the work consisting of himself, Mrs Quaddy, Mrs Dodge and Mr Walker. The meeting gave its approval to the concept.

7. **Rail Track Bed Developments.** Mr Lockley stated that GCC were still awaiting a response from a utility before the application for the bridleway could go to the court but he expected no problems. He reported that he had been in contact with Pat Harris, the chair of the Mid Cotswold Tracks and Trails Group, who was interested in the bridleway plans, primarily for horses but also for multi-use. It was possible she had funding.

8. **Report from Events Committee.**

a. **Car Boot Sales.** The Chairman reported that the car boot sale in August had been successful with as many cars as we had ever had. The next boot sale would have to be on Sunday 18 Sep as on the 2nd Sunday there was a fun run and a funfair by the Goods Shed.

b. **Brick Signing 20 Aug 2016.** It was reported that there would be a brick signing event at the Goods Shed on Sat 20 August between 10am and 4pm. Mr Walker had attempted to contact all those people who had bought a brick and had given either an email, a telephone number or an address in Tetbury. .

c. **Heritage Weekend 10/11 Sep 2016.** The Chairman noted that neither he nor Mr Walker were available for the Heritage Weekend but the Trust needed to man a stand at the Goods Shed to promote sales of seats and make contacts. Mr Quaddy volunteered to lead and Messrs, Cleaver and Vriend volunteered to assist – **Action 2 – Mr Quaddy.**

d. **Mrs Dodge's Coffee Morning/Garage Sale.** Mrs Dodge stated that she was holding a coffee morning/garage sale at 3 Northleaze on Saturday 27 August between 10am and 4pm.

e. **Future Events.** Mr Walker, Events Programming Co-ordinator, reported that it was very difficult planning any events when it was uncertain when the seats and other facilities would be installed. However, he noted that from Jan 2017 it would be possible to hold an art and/or sculpture exhibition in the Goods Shed and this could be the first pre-official opening event. He was looking for a volunteer to organize this.

9. **Call for Volunteers.** Mr Walker reported that there was an established music group within the Events Programming organization but there was a need for many more volunteers to form specialist groups. There was also a need for volunteers in other areas. He said that he would append a list of volunteer jobs to the minutes – see Annex C – and called for volunteers.

10. **AOB**

a. **Signage.** Mr Walker stated that apparently there had been no progress with signage to the Goods Shed and he had written to the CEO TTC asking her to confirm that signs were on order.

b. **Notice Boards.** Mr Walker stated that as well as a notice board outside the Goods Shed it was important that there was one in the centre of town. He asked the meeting's permission to submit a request for a site to TTC and this was agreed – **Action 3 – Mr Walker.**

c. **Farmers' Market.** The Chairman stated that after investigation he believed that the only viable day for the Trust to hold a farmer's market was Sunday. The first holding of the market had to be successful and would require excellent planning and publicity. He noted that other markets sometimes used one stall holder to manage the market on behalf of the landowner, that stall holder getting a concession on his fee.

- d. **Facebook and Twitter.** Mrs Hyde stated that as the Trust's social media relations coordinator she was managing the Facebook and Twitter accounts. These were only successful if they contained lots of stories and pictures, especially video. She made a plea for all members to send her as many of these snippets as they could (email: helenlouisehyde@gmail.com, tel: 07730515510). It was noted that regular announcements of a rise in membership numbers or seats sold would be useful – **Action 4 – All.**

11. Date of Next Meeting. It was agreed the next meeting of TRLRT would be held on Thursday 22 September at 7.30pm in the Town Council Offices.

David Walker
Clerk to the Trustees

Will Cook
Chairman

List of Annexes:

- A. New Brewery Arts Centre
- B. Treasurer's Report (Revised)
- C. Volunteer Vacancies

Annex A to Minutes of TRLRT Meeting of 18 August 2016

New Brewery Arts, Cirencester

Introduction

Clare Walsh, Education Officer for New Brewery Arts (NBA) is relocating to Tetbury, is aware of the Goods Shed (via the sculpture show) and wants to help us. Works 4 day/week but in effect full-time

Management

Trustees include an architect, business man, marketing manager, finance manager. They meet monthly and take an active role.

Chief Executive: Beth Alden

Clare Walsh: Education Officer with NBA for ~ 18 months, previously a prep school teacher responsible for arts and crafts teachers + timetables. Plans all courses by means of whiteboard and hard diary.

Anne Gold : Outreach Officer ; 3 days a week : responsible for programmes with eg pensioners

Finance Officers: 2 off responsible for Café (not franchised): Shop : Building Extension work

Café has ~ 6 staff, with seating for ~ estimated 40 covers : Shop has 1 staff minimum. All these are paid staff. Volunteers staff exhibitions.

Admin area has 2 apprentices from Cirencester College, paid for by a Government apprentice scheme = 4 days work + 1 day college. Paid at £3 per hour.

Management Meeting: Once a week with top managers reporting to Board once a month.

Finance: Gross Income for NBA is about £850k. There is now no performance art whatsoever. Income comes from courses, café and shop sales and events. They run a craft fair and a gallery. No government funding at all except apprentice scheme. Courses cost on average £75 per person per day. NBA pays rent to Cirencester Council.

Facilities

Top floor: 3 off rented studios / offices for craft workshops / designers Second loft studio for 1 day workshop.

Middle floor: Admin office for 3 + 2nd admin office for CEO. Café, Link across to stone carving workshop - Café is also at this level + kitchen. Also exhibition area - which does not pay for itself directly (hence use of free volunteers) but is a magnet that increases footfall to NBA.

Ground floor: Toilets, Shop and main entrance area. A pop-up gallery for hire. More workshops hired out to crafts persons eg weaving, stained glass, upholstery, pottery, etc

Theatre: Too small to be viable and therefore converted into a 40-bed youth hostel for residential craft courses.

Developments: Residential courses : birthday parties & hen parties : mixing craft work with a party

Clare has previously proposed that NBA would organise & run craft courses at Tetbury Goods Shed Arts: profit split between us

Clare's thoughts on Arts Centre Manager: Needs to be in position at least 3 months in advance of opening and should be planning minimum of 3-6months ahead. Needs to ensure average daily income covers daily overhead costs.

**Annex C to Minutes of TRLRT
Meeting of 18 August 2016**

Volunteer Vacancies

Facilities Manager – managing café, cleaners, maintenance

Leader Cinema Group

Leader Dance Group

Leader Drama/Comedy Group

Leader Fine Art Group

Markets Manager

Bookings Manager

Fundraisers

Assistant Clerk/Membership Secretary

Webmaster

Market researchers

Barman

Café manager

Café staff

Front of house staff