

Minutes of an Extraordinary General Meeting of Tetbury Rail Lands Regeneration Trust held on Thurs 15 December 2016

Registered Charity No1092160 Registered Company No 4102029

Patron: HRH The Prince of Wales

Date: Thursday 15 December 2016

Time: 7.30 pm

Venue: Tetbury Town Council Offices



1. Attendance

Present: Will Cook (Chairman), Peter Atkinson, Christine Berry, Nicola Clark, Grayham Cleaver, Jill Dodge, Barrie Doyle, Mary Doyle, Jo Gale, Jeff George, Andrea Payne, Stephen Hirst, Helen Hyde, Paul Lockley, Mary Mills, Caroline Morgan, Andrea Payne, David Roberts, James Scurlock, Carolyn Witcher, David Walker (Secretary).

Apologies: John Andrews, Helen Glover, Julia Hasler, Malcolm Norman, Brecon Quaddy, Maggi Stamp-Loshak, Alyssa Taylor, Jan Vriend.

2. **Approval of Minutes of the Previous Meeting.** Mr Lockley stated that contrary to what had been written in Subparagraph 4c he had submitted a draft letter. The Chairman acknowledged that was correct. With this amendment it was proposed, seconded and agreed unanimously that the minutes of the meeting of 17 November be accepted as a true record.

3. **Declarations of Interest.** The Chairman asked all members to declare any conflicts of interest that might arise from the proposed agenda. No conflicts of interest were declared.

4. **Appointment of New Company Secretary.** The Chairman introduced Mrs Christine Berry and announced that Mrs Hasler had stepped down as Company Secretary and become a Trustee. He proposed that Mrs Berry be appointed Company Secretary of the Trust. Mr Cleaver seconded the proposal and it was carried unanimously.

5. **Lease.** The Chairman announced that the agreement to lease between the Trust and Tetbury Town Council (TTC) had been signed on 9 Dec 2016. This meant that when the architect signed off acceptance of the current works on behalf of TTC, the Trust would be given a 25-year lease of the Goods Shed at a peppercorn rent. He also reported that the Trust had handed over a cheque for £126,700 to TTC (the total amount was £136,700) and this could now be published.

6. **Future Organization.** The Chairman reported that before creating a new organization for the management of the Goods Shed, a small group of Trustees were arranging visits to other arts centres to observe and learn. Mr Doyle stated that they were visiting Under The Edge Arts on the following day.

7. **New Name for the Arts Centre.** Mr Walker stated that Mrs Stamp-Loshak had proposed Tetbury Arena as a new name for the new arts centre. He added that this joined 3 other proposals: Railway Goods Shed Theatre, Goods Shed Centre and Tetbury Goods Shed. He proposed a vote of hands to decide the preferred name. With Railway Goods Shed Theatre obtaining two votes, all other votes were for Tetbury Goods Shed (TGS) to be the name of the new arts centre.

8. **Joint Working Group with Tetbury Town Council.** The Chairman reported that the steelwork for the new foyer was being erected. Restoration of the old canopy would follow but

only when money could be found. There was a problem with the plans for the secondary glazing as the currently preferred contractor could not make it in large enough panels and the overlap of the walls was not aesthetically pleasing, however, he was investigating alternatives. The gas meter was currently not connected (but would be soon) hence the annexe floor could not be dried enough to allow laying of the floor covering, therefore the kitchen and toilets could not be completed prior to the visit of HRH. TTC had hired some salubrious temporary toilets for the visit. The wooden flooring in the main hall was about 2/3 laid. The new steps to the office were still to be fitted. The Chairman reported that previously the drains had flooded threatening the Goods She flooring but work was in hand to put in a plastic sleeping policeman at the bottom of the hill from the Royal Oak thereby diverting water into the Splash.

9. Internal Fitting Out of Goods Shed.

- a. **Seating.** Mr Walker reported that all 182 had now sponsored and Mr Doyle added that the seating had been ordered and would be installed in the week to 28 Mar 2017.
- b. **Kitchen.** The Chairman noted that £7,000 of Foyle Foundation money was allocated to kitchen fitting out and he wanted to speed up spending of this money in order to get a working kitchen as soon as possible. There were no objections raised.
- c. **Projection and Sound Equipment.** Mr Doyle reported that the specification for all the projection and sound equipment had been finalised and could be fitted by end of January if ordered immediately. It was agreed that there was no point in installing the equipment before the seating was ready. The option of leasing also needed to be fully explored.

10. **Treasurer' Report.** Mr Walker read out the Treasurer's financial report as submitted by Mr Norman, see Annex A. When questioned about the ring fencing of various funds and the availability of funding for other items Mr Walker stated that he had prepared a financial plan/budget for 2017 that included a plan of spending against expected funding but emphasised that no spend could be authorised without the Trust being confident that there was money in the bank and spending had to be carefully and logically prioritised. (*Afternote: The budget would be presented to the Trustees at their next meeting and, if endorsed, will be made available to members*).

11. **Funding.** Mr Doyle reported that payment was awaited for only two grants that had already been approved: Cotswold Conservation (£6,750) and Summerfield (£30,000). There had been no response to any other bids except D'Oyly Carte who had asked for the application to be amended prior to a decision in March 2017. Mrs Morgan was assisting with further applications. Mr Walker stated that he was looking again at Arts Council funding. Mrs Hyde reported that investigation of Lottery Funding showed that a requirement to show need was essential. In response to a question Mr Doyle reported that in total he had made about 30 "chunky" bids and Mr Andrews about 200 one-pagers. Mr Andrews was currently seeking funding via other channels.

12. Rail Track Bed and Cycle Racks.

- a. **Cycle Path.** Mr Lockley reported that the next stage of the cycle path had been opened by Mr Tucker as far as the Long Newnton Road. A cheque for £400 had been presented to Mr Tucker by the Chairman with money donated by the Mid Cotswold Tracks and Trails Group and Heaven of the South Cycle Event organizers in appreciation of the work Mr Tucker had done. The next stage was to organize a public right of way across Duchy land to the Trouble House.
- b. **Cycle Racks.** Mr Lockley confirmed that the cycle racks had been received and requested that the meeting authorize the spending of £100 on materials to install the racks. Mr Hirst confirmed that TTC was happy with the location. Mr Scurlock noted that there was a gas main in the area. It was also reported that Val Michael was buying a seat in memory of Sue Stoner which would be located nearby.

13. **Publicity.** Mrs Hyde reported that there had been a very prominent article in the latest Wilts and Glos Standard about the imminent visit of HRH the Prince of Wales. Commenting on the success of the FoGS newsletter the Chairman encouraged all members to provide Mr Walker with additional email addresses for his FoGS distribution list as it was such a cheap and simple way of getting the Goods Shed message out.

14. **Events.**

- a. The Chairman reported that Ms Clark and Mrs Witcher had teamed up to produce an outline of events for the first 3 months of the Goods Shed operations. Mrs Hyde noted that these two ladies would need support and she requested the Chairman to publish an organigram that nominated individuals to head up the various subgroups, such as Music and Theatre, which would be responsible for input into the master plan. **Action 1 – Mr Cook.** Mr Walker also restated the need for individuals to be responsible for the running of individual events. He called for more volunteers to offer their services for these important positions – **Action 2 – All.**
- b. It was accepted that the Goods Shed will be fully open for all events from 1 April 2017 and there would be a limited window for some events not needing seating between mid-Feb and 21 March. Mr Walker noted that he was holding off booking any events or hiring of the Goods Shed until the master outline plan was ready but he would then accept any private bookings at commercial rates. Mr Roberts advised caution because all the events needed to be of acceptable quality and he stressed the need for a professional manager to be put in place as this would be the key to success. Mr Walker noted that there was still no money for a paid manager as the priority was for infrastructure for the manager to manage. Mr Scurlock requested a copy of the latest business plan. **Action 3 – Mr Walker.**
- c. Mr Walker also noted that there would be two levels of events, those organised and approved by the Trust and those private events that were purely the responsibility of those who hired the Goods Shed for their own events. The former would have a “TGS brand mark” and be fully supported and publicised by TGS. The latter would only be reported as happening on given dates. To this end Mr Walker stressed the need for a calendar of events to be viewable by all on the new web site. In the meantime he and Ms Clark would maintain one in Dropbox. **Action 4 – Mr Walker, Ms Clark.**
- d. Mr Hirst suggested linking up with other arts centres to share experience and possible events.
- e. **HRH Visit.**
 - i. **Descriptive Panels.** Mrs Quaddy described the 3 panels being created by Mr Quaddy around which the visit would centre. All members wished it made known how much they greatly appreciated Mr Quaddy’s work. Panel 1, the history of the Tetbury railway would be manned by Messrs Cleaver and Walker. Panel 2, the work done to redevelop the Goods Shed, would be manned by Stonehouse, the architect and the CEO TTC. Panel 3, the future use and further development of TGS, would be manned by Dr Andrews and Ms Clark. The panels would be attached to display boards to be delivered by TTC.
 - ii. **Work Required.** The Chairman called for volunteers to be at the Goods Shed at 1400 hours, or whenever available up to the evening, on Wed 21 Dec as the following work was required to be done: decorate two Christmas trees, get chairs and crockery from Dolphins, obtain staging from Church, position 3 sculptures (Mr Doyle) and hang paintings (Ms Clark). Mrs Dodge had the catering under control.

f. **Carol Service 23 Dec 2016.** The Chairman confirmed that everything for the carol service on 23 Dec 2016 was in hand.

g. **New Years' Day Walk 1 Jan 2017.** Mr Lockley confirmed that permission had been received from the Duchy's representative for the path across Duchy land to be used.

h. **TRLRT Members' Late Christmas Party 13 Jan 2017.** The Chairman reported that Café 53 had been booked for a late TRLRT members' Christmas party on Friday 13 Jan 2017.

15.AOB

a. **Survey of Children's Activities.** Mr Walker reported that Mrs Taylor had provided an interim sitrep on progress, see Annex B.

b. **Farmers' Market.** Mr Walker stated that it was intended to commence the running of a weekly Farmers' market at the Goods Shed from the first Sunday in April 2017 (the 2nd). A volunteer was required to coordinate the first event which it was important was well attended.

16.Date of Next Meeting. No decision on the date for the next meeting of TRLRT was made. *(Afternote. Unless members hear differently this will be on Thursday 19 January at 7.30pm in the Town Council Offices.)*

David Walker
Clerk to the Trustees

Will Cook
Chairman

List of Annexes:

- A Treasurer's Report as at 15 Dec 2016.
- B. Survey Update – Email from Alyssa Taylor 15 Dec 2016.

**Annex A to Minutes of TRLRT
Meeting of 15 December 2016**

Treasurer's Report as at 15 Dec 2016.

TRLRT FINANCIAL STATEMENT 15th DECEMBER 2016			
	Income	Expenditure	
Balance 30th Nov.	171824.32	TTC	126,700.00
Seat Sales	4430.00	Other Costs	116.06
Major Donor	38000.00		
Other Income	378.20		
	214632.52		126,816.06
		Balance Fwd	87816.46
	214,632.52		214,632.52

Note. The balance at 30th Nov is inclusive of the payment made for the seating deposit.

**Annex B to Minutes of TRLRT
Meeting of 15 December 2016**

Survey Update – Email from Alyssa Taylor 15 Dec 2016

I have so far received 43 survey responses, primarily via Tiggers Nursery, St Mary's Primary School and the TRLRT website/Twitter/Face Book sites. I will be chasing up some of the key targets that have so far not got back to me, in particular Sir William Romney's School, as I would like to see the number of responses increase.

Just to give you a brief snapshot of the findings, please see below:

- The majority of respondents live in Tetbury
- Most respondents would bring 2 children to the Arts Centre, although we have had a reply from one respondent who would bring 20+
- 7-11 is the most popular age group
- "Performances and productions" is the most popular activity choice
- In terms of which facilities are important, toilets/baby changing and food are the most popular, "comfy" seating and "child-friendly" seating areas were also mentioned by quite a few respondents.
- Weekends and school holidays are the most popular times of interest
- Roughly 1/3 of respondents would consider supporting the project in some way – most popular choices being "volunteering time to support" and "raising awareness"