

# Minutes of an Extraordinary General Meeting of Tetbury Rail Lands Regeneration Trust held on Thurs 21 July 2016

Registered Charity No1092160      Registered Company No 4102029

Patron: HRH The Prince of Wales



**Date: Thursday 21 July 2016**

**Time: 7.30 pm**

**Venue: Tetbury Town Council Offices**

## 1. Attendance

**Present:** Will Cook (Chairman), Nicola Clark, Grayham Cleaver, David Davies, Jill Dodge, Barrie Doyle, Mary Doyle (part-time), Jenny Exley, Jo Gale, Jeff George, Julia Hasler, Stephen Hirst, Paul Lockley, Malcom Norman, Andrea Payne, Brecon Quaddy, Carolyn Witcher, David Walker (Secretary).

**Apologies:** Jan Vriend

2. **Approval of Minutes of the Previous Meeting.** The minutes of the meeting of 23 June 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 23 June 2016

- a. **Action 7** (19 May 16) – Seating Plan. Mr Doyle had provided a plan of the seating so that a record could be kept of sponsors and for promotional use – **Action Complete.**
- b. **Action 1 - Filing and Organising of Goods Shed Documentation.** Mr Walker reported that Mrs Hasler had given him all the non-legal documentation that she held – **Action Complete.**
- c. **Action 2 - List of Members.** Mr Walker reported that he now had a consolidated list of all the people who had ever expressed an interest in the Goods Shed. There was, however, no list of "Members" as such as no formal registration had taken place for at least 2 years. Mrs Hasler stated that it was necessary to have a formal list of members. She had some registration forms from several years previously. Mr Walker undertook to check the old forms and to ensure anyone who wished to be a member was formally registered - **New Action 1 – Mr Walker.**
- d. **Actions 3 & 4 Folk Music Event 24 Jul 2016.** See Subparagraph XX below **Actions Cancelled.**
- e. **Action 5.** Mr Scurlock had kindly provided his gas ring for the boot sale – **Action Complete.**
- f. **Action 6.** Mr Cook had made a presentation to the Community Choir **Action Complete.**

- g. **Action 7.** Mr Hirst confirmed that TTC had taken on the task of keeping the weeds down on and around the platform. **Action Complete**

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

### a. **Redevelopment of the Goods Shed.**

- i. **Phase 1.** The Chairman reported that he had had a further meeting on site at which it was noted that a few more details on service locations and paint colours were required. The first stage payment to the contractor had been made. Due to the Goods Shed having been built largely on fill it had been found necessary for the footings of the annexe to be r/c beams resting on 3m piles. The extra cost of £15k was being borne by TTC from the contingency. The new foundations would be commenced on Monday 25 Jul 2016. The contractor had expressed a hope of making up lost time caused by the delays in the footings. He had also stated that the rehanging of the main doors 100mm further in was feasible from the existing beam.
- ii. **Café/Kitchen.** Mr Doyle noted that the area allocated on the current drawings for a kitchen was large but there was no detail as yet. Mrs Witcher presented her plan for the kitchen with costings for the equipment – see Annex A. She stated her belief that the Goods Shed should have the best possible quality kitchen as this could be used to produce a wide variety of food for the café and for functions. Outside caterers using the kitchen for events would pay up to 30% of their take to the Goods Shed. Mr Doyle noted that no business plan was presented. Mr Walker stated that there was no dining room available to justify a large kitchen; also the large kitchen with its counter into the entrance hall created a crush point for people using the toilets and people queuing at the counter. Mrs Witcher stated that the diners could use the outside area, the main hall or the planned railway carriage. Mrs Exley said that a review of the whole site area should be taken to examine the options for future dining areas. Mrs Hasler commented that any change to the size of the kitchen would considerably delay the writing of the lease. Mr Hirst stated that TTC was not prepared to accept any changes to the current building plans.
- iii. **Interior Decoration.** Mr Cook stated that the interior paint scheme would be largely plain white with use of GWR colours where necessary. GWR colour schemes could be found on the internet ( [http://www.stationcolours.info/index.php?p=1\\_5\\_GWR](http://www.stationcolours.info/index.php?p=1_5_GWR) ).
- iv. **Internal Fittings and Equipment.** Mr Doyle reported that he had nearly completed the detailed list of the required internal equipment. This included £30k for cinema equipment for which a pledge had been received for the full amount. There was a pledge of £7k for the kitchen equipment. There was a pledge for £15k for the seating with £6,250 raised to date from the seat appeal. The seating manufacturer required a 25% deposit on acceptance of the order which had to be made in August if the seating was required in Nov/Dec. Enough for the deposit had been raised but the Chairman stated that the Trust could not commit to a purchase order until enough funds were available for the complete buy. Mr Hirst suggested that there might be some money available from the Leader grant but Mr Doyle noted that even the full amount of £30k would be at present insufficient. It was therefore of the highest priority to obtain the extra funds from the seat appeal and he hoped some ladies who had recently offered their assistance to the Trust could be instrumental in this.
- b. **Lease and Agreement to Transfer Money to the Project.** Mrs Hasler reported that TTC's solicitors, who were drafting the lease, had been in touch with her. Mr Hirst stated that: TTC were prepared to allow access for temporary markets to the area around that to be leased by the Trust; in principle any profits from the Trust's activities had to be reinvested for the benefit of the people of Tetbury; no commercial enterprise should be allowed to profit from the Goods Shed hence all staff would need to be employed by TRLRT or TTC; TTC would be sympathetic to the development of a toddlers' play park and a miniature railway in the park lands; TTC would accept a break clause in the lease after 5 years should the Trust consider itself unable to continue it. In answer to a question from

Mr Lockley, Mrs Hasler confirmed that all these T&Cs would be included in the lease. It was noted that the installation of a railway carriage behind the Goods Shed already had planning permission and that was not subject to lapsing due to the fact that work on the Goods Shed had commenced.

- c. **Licensing.** Mr Walker reported that the Goods Shed would need a licence from Cotswold District Council because it would be holding performances. The initial cost would be £315 with an annual renewal of £70. He would complete the application but a licence could not be issued until the building was complete and had been inspected. (Afternote: there is also a mandatory 28 day period after issuing of a public notification.)
- d. **Hire Charges.** Mr Walker reported that he had done some benchmarking of hire charges for nearby venues. In general village halls charged about £20 per hour during weekdays. Although the Goods Shed could offer better facilities only some hirers could benefit from them and small local clubs and societies would not be able to afford much more. The more upmarket venues offered conference days with buffet lunch and coffee and tea at breaks for £25-45 per delegate. Work on refining charges still needed to be done.

## 6. Funding and Business Planning.

- a. **Treasurer's Report.** The Treasurer presented his financial statement see Annex B. The most recent bank balance was £154,753.29 of which about £600 had still to be disbursed to other beneficiaries of the Bike Ride proceeds.. Arrangements were in hand for the Trust to have an electronically managed bank account. Mr Norman reported that the amount that the Trust had to contribute to Phase 1 building costs had been reduced to £127,700 by a grant from GCC of £10k.
- b. **Report from Funding Group/Progress of Current Bids.** Mr Doyle reported that the Trust had just received £30k from the Garfield Weston Foundation and expected £6,700 from the Cotswold Conservation in August. The Seat Appeal had raised £6,250. He expected to be submitting one application a month of £20-30k with a 50% chance of success. The Chairman reported that Dr John Andrews had resigned for personal reasons. Dr Andrews had been instrumental in raising a lot of funding and his resignation was a big loss to the Trust.

7. **Rail Track Bed Developments.** Mr Lockley reported that no objections to the change of route for the public footpath had been received and it just needed the formality of being agreed at the magistrates' court. He corrected a statement in the previous minutes by stating that the two strips of land being used to improve the crossing of Long Newton road actually belong to GCC. In answer to questions Mr Lockley stated that "bridle way" was a legal term and "cycle track" described a physical construction; the footpath and cycle track on the rail bed were not separate but were one and the same. He presented his plan of the site that showed more clearly where the bike racks were going to be (Annex C) and, as TTC appeared to be prepared to pay for more than just a standard bike rack, his design for a rack more in keeping with the Goods Shed theme (Annex D). The meeting approved the two plans.

## 8. Report from Events Committee.

- a. **Car Boot Sales.** The Chairman reported that despite the changed location and the rain the boot sale on 10 July had raised £140. The boot sales would continue with the next on 14 Aug.
- b. **Folk Music Event 2016.** Nicola Clark reported that due to the late notice she had been unable to obtain the performers for 24 July or to reschedule.
- c. **Future Events.** It was reported that due to the lack of a confirmed opening date, either for the bare shed or for a fully equipped shed, future event planning was proving problematic. The need for the appointment of an Arts Centre Manager or an interim Events Manager was becoming crucial (see below).

9. **Approval of Job Descriptions.** Mr Walker stated that he had written and circulated draft job specifications for key posts within the Trust – Chairman, Company Secretary, Treasurer, Clerk to the Trust, Fundraising Manager, Development Officer, Public Relations (PR) Manager and Arts Centre Manager (ACM). This was mainly with the aim of ensuring that all the important areas of work necessary to be done were listed and nothing was missed. Nobody having any objections it was agreed that the job descriptions could be adopted subject to any future approved amendments. Mr Walker noted that the ACM was key to the success of the Goods Shed Arts Centre and it was agreed that a professional was needed. Unfortunately money was not available at present and the role probably would have to be split between volunteers. Mrs Witcher reported two young ladies from her book club with some experience had offered to run the cinema events in the Goods Shed. Ms Gale recommended that the requirement for volunteers be more widely advertised.
10. **Public Relations Plan.** Mr Walker reported that a new lady member with experience of PR, and with the support of some other new lady members, had volunteered to prepare a PR plan. It had been established that 3 different means of promotion were needed: to potential donors, to potential performers and to the general public who would visit the Goods Shed.
11. **Mission Statement.** Mr Walker reported that he had circulated a draft mission statement for the Trust, with some goals and objectives for 2017, and believed that this was essential in ensuring that the Trust focused its assets on achieving the purposes for which it was formed. He asked the meeting to endorse the mission statement:
- “To give the people of Tetbury and surrounding areas the opportunity to discover, learn, enjoy and practise a wide range of visual, literary and performing arts by providing a well-equipped Goods Shed Arts facility along with a comprehensive programme of performances, exhibitions, classes and discussions.”
- The Chairman stated that the mission statement would be considered for approval at the next meeting after members had had time to consider it more fully. Mr Lockley observed that the draft document made no mention of the Trust’s development of the park lands. Mr Walker noted this omission and agreed to amend the next draft of the goals and objectives **Action 2 – Mr Walker.**
12. **AOB** Mr Hirst confirmed that TTC have asked HRH the Prince of Wales to officially open the Goods Shed and provisional agreement had been received with the possibility of an additional visit. The Chairman stated that he had written to HRH with an update on the Goods Shed and had received a reply from Clarence House.
13. **Date of Next Meeting.** It was agreed the next meeting of TRLRT would be held on Thursday 18 August 2016 at 7.30pm in the Town Council Offices.

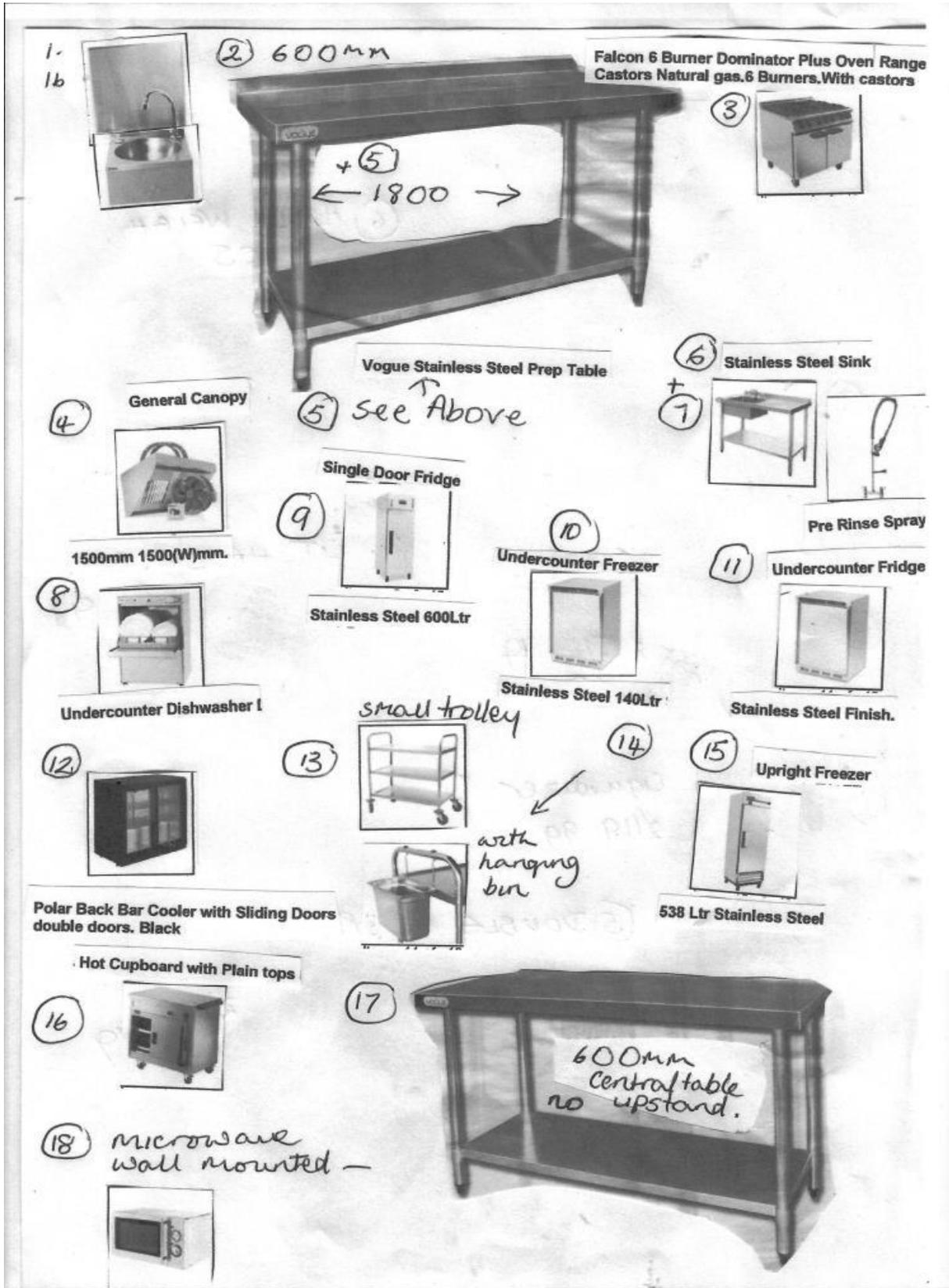
David Walker  
Clerk to the Trustees

Will Cook  
Chairman

**List of Annexes:**

- A. Proposed Plan of Kitchen and Catalogue of Equipment.
- B. Treasurer’s Report.
- C. Location of Cycle Racks.
- D. Proposed Design for Goods Shed Cycle Rack.





**Annex B to Minutes of TRLRT  
Meeting of 21 July 2016**

**Treasurer's Report**

**TRLRT Financial Statement as at 21st July 2016**

|                            |                   |   |                   |                    |        |
|----------------------------|-------------------|---|-------------------|--------------------|--------|
|                            |                   | £ |                   |                    |        |
| <b>Balance Fwd</b>         | <b>23.06.2016</b> |   | <b>67,967</b>     |                    |        |
| <b>Income</b>              |                   |   |                   | <b>Expenditure</b> |        |
| <b>Car Boot Sale</b>       | 12.07             |   | 149.20            | <b>B.Doyle</b>     | 43.72  |
| <b>Seat Sales</b>          |                   |   | 5750.00           | <b>Eagle Plant</b> | 130.91 |
| <b>Friends</b>             |                   |   | 60.00             | <b>W.Cook</b>      | 44.94  |
| <b>Sponsored Bike Ride</b> | 15.07 *           |   | 1046.66           |                    |        |
| <b>David Thomas Trust</b>  |                   |   | 50000.00          |                    |        |
| <b>Garfield Weston</b>     | 20.7              |   | 30000.00          |                    |        |
| <b>Balance c/fwd</b>       | <b>21.07.2016</b> |   | <b>154,753.29</b> |                    |        |

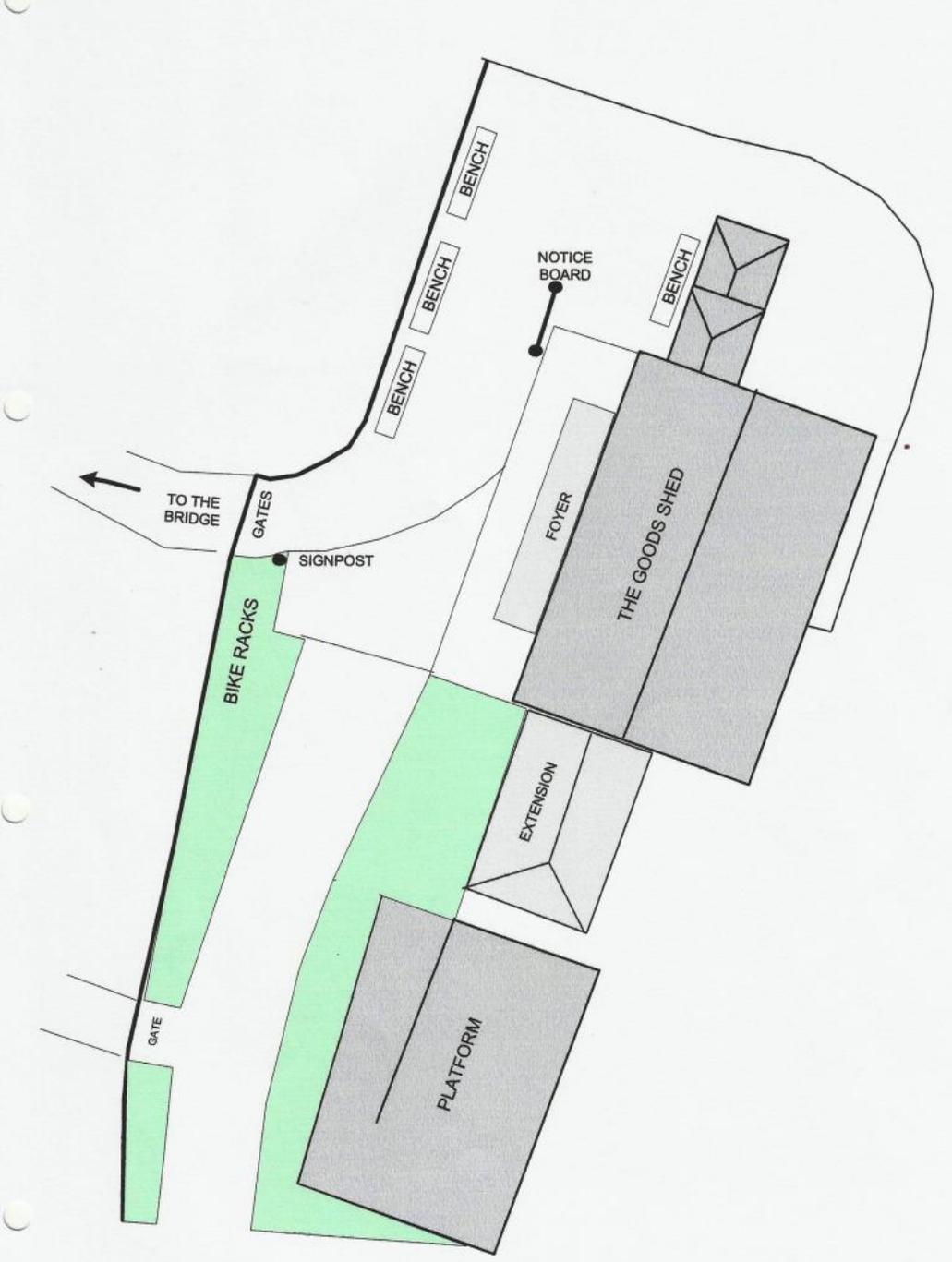
|        |                     |     |                                  |                       |                  |
|--------|---------------------|-----|----------------------------------|-----------------------|------------------|
| *      |                     |     |                                  |                       |                  |
| Notes: | Sponsored Bike Ride | Net | Receipts to be divided between:- | Dolphins H Hall - 40% | £401.00          |
|        |                     |     |                                  | Goods Shed - 40%      | £401.00          |
|        |                     |     |                                  | Jole Rider - 10%      | £100.00          |
|        |                     |     |                                  | Cycle Path - 10%      | £100.00          |
|        |                     |     |                                  | <b>Net Total</b>      | <b>£1,002.00</b> |

Gift Aid of £221.73 to be claimed  
and split pro-rata.

**Closing Balance includes £15,000 ring fenced for seating.**

**Malcolm Norman 21.7.2016**

Location of Cycle Racks



Proposed Design for Goods Shed Cycle Rack

