

Minutes of an Extraordinary General Meeting of Tetbury Rail Lands Regeneration Trust held on Thurs 23 June 2016

Registered Charity No1092160 Registered Company No 4102029

Patron: HRH The Prince of Wales

Date: Thursday 23 June 2016

Time: 7.30 pm

Venue: Tetbury Town Council Offices



1. Attendance

Present: Will Cook (Chairman), John Andrews, Peter Atkinson, Nicola Clark, (part-time), Grayham Cleaver, Jill Dodge, Barrie Doyle, Julia Hasler, Stephen Hirst, Caroline Morgan, Brecon Quaddy, David Roberts, James Scurlock, Jan Vriend, Carolyn Witcher, David Walker (Secretary).

Apologies: Laura Colquhoun, Mary Doyle, Paul Lockley, Malcom Norman, Karen Quaddy.

2. Approval of Minutes of the Previous Meeting

The minutes of the meeting of 19 May 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 19 May 2016

- a. **Action 6 (21 Apr 2016) and Action 4** - Membership details form - Mr Walker stated that he had circulated a draft membership form - **Action Complete.**
- b. **Action 1 - Lack of Lockable Main Door at End Phase 1.** Mr Hirst stated that TTC had agreed that the main door should slide and be lockable. Action was in hand for it to be done and he expected the cost to be about £1750. – **Action Complete.**
- c. **Action 2 – Cheque Signatory.** Mrs Morgan stated that she and Mr Norman had taken the necessary steps for Mr Norman to become a cheque signatory and action was now with Lloyds Bank – **Action Complete.**
- d. **Action 3 Member Database.** See Subparagraph 6e below. **Action Complete.**
- e. **Action 5 Banner for Community Bike Ride 12 Jun 2016.** This had been produced by My Quaddy – **Action Complete.**
- f. **Action 6 Music Event by Nicola Clark.** See Subparagraph 9b below. **Action Complete.**
- g. **Action 7 - Seat Sponsorship.** A plan of the seating was needed so that a record could be kept of sponsors and for promotional use. – **Mr Doyle - Action Continuing.**
- h. **Matters Arising - Dropbox.** Mr Vriend reported that he had problems with Dropbox access. He was advised to seek assistance.

5. Joint Working with Tetbury Town Council (TTC)

- a. **Update on Redevelopment of Goods Shed.** The Chairman reported that there would be a joint TTC/TRLRT meeting after the proposed site meeting on Tue 28 Jun. Work had started on the Goods Shed with the concrete floor base laid and scaffolding erected inside and outside. A report from the structural engineer on the foundations for the sliding doors was awaited. The contractor had reported that there was a 14-week delay for the right bricks but a possible immediate source of 14,000 bricks had been found on ebay. Mr Cook stated that he was arranging with the site manager for a suitable date to have the bricks marked with names prior to their incorporation in the kitchen annexe. The site manager had also indicated he was agreeable to show VIP visitors around during the workers' work breaks.
- b. **Lease and Agreement to Transfer Money to the Project.** Mr Hirst reported that TTC had yet to take action on the lease. Mrs Hasler emphasised that the process would take time and it was important to get the process moving. She noted that if TTC instructed their solicitors she would be able to talk to them directly. The Chairman reminded members that the plan was for TRLRT to enter into a written agreement that specifically quoted the lease and no TRLRT funding could be released to TTC until the agreement was signed. Mr Hirst reported that £100k was needed for Phase 2 of which TTC currently had £15k left over from Phase 1. It was agreed that the priorities for Stage 2 were the kitchen and then the foyer. TRLRT would manage the funding and purchasing of the seating.
 - i. **Kitchen.** Mr Roberts asked what the aim of the kitchen was. The Chairman stated it was to be a professional kitchen of the highest quality suitable for catering for major functions. Mr Hirst stated it had to be multipurpose. Mr Roberts stated that a professional kitchen would cost at least £50k and would need an employee to run it. He asked whether the Trust had a plan regarding the kitchen's lease to a caterer, if so, this would limit its use for independent functions. The Chairman reported that Sandra Ball was obtaining quotes for fitting out the kitchen. Mr Hirst noted that the CEO TTC needed these quotes within 2 days for the Leader funding application.
 - ii. **Leader Application.** Mr Hirst stated that a grant from the Leader Fund would require the employment by TTC of 2 full-time equivalent people for 3 years. The Chairman stated that this would involve more money than the Leader fund would provide and the Trust would be concerned if this burden were to be placed on the Tetbury taxpayer. Mr Roberts stated that the business plan had always envisaged the employment of full-time employees and they would be necessary to ensure the planned income. Mr Doyle and Mr Vriend agreed but believed that there should be flexibility as to the start date of the employment dependent on available funding. The Chairman stated that TTC and TRLRT had agreed to go ahead on Phase 1 with the funds available with further phases being undertaken as funds were found.
- c. **Container for Storage and Clearing Out Shed.** The Chairman reported that an ISO container for storage had been placed near the outside performance area and 10 members had assisted in getting all the Trust's items from the Goods Shed and into the container, although he noted that there had been an unsuccessful attempt to break into the container during which the lock was broken.
- d. **Play Area.** The Chairman reported no progress in plans for the play area.
- e. **Update on Equipment for Inside Of Goods Shed.** Mr Doyle reported that the specifications for the internal equipment were almost complete. A minor setback was that in order to have the seats fitted in November they would need to be ordered in August and funding for the full number was not yet available, further sponsorship therefore being urgent. Mr Quaddy stated that he believed about 10 seats had so far

been sponsored; Mr Atkinson suggested that all social organizations in the town should be approached. Mr Quaddy issued copies of his flyer for the sponsorship campaign and the Chairman sought approval from the members for a spend of up to £600 (although thought to be nearer £480) in order to distribute it with the July Tetbury Advertiser. The meeting agreed to the expense.

- f. **Cycle Rack.** Mrs Morgan reported that TTC had examined the proposal for cycle racks and had agreed in principle although possibly preferring a more expensive, stainless steel type of rack.

6. Funding and Business Planning

- a. **Treasurer's Report.** The Treasurer presented her financial statement see Annex A. The most recent bank balance was £67,976.
 - b. **Report from Funding Group/Progress of Current Bids.** Mr Andrews reported that the application to the Sackler Foundation had been turned down. An application for £16,750 from the Sylvia Waddilove Foundation had been submitted and one to the Ashley Foundation was in preparation. Various other potential donor trusts and local wealthy individuals had been identified. Mr Hirst confirmed that the Entrust grant for £30k had been received and the Leader application was in hand.
 - c. **Filing and Organising of Goods Shed Documentation.** Mr Walker agreed to hold and organize all the historic paperwork currently held by Mrs Hasler who would arrange to hand it over. **Action 1 – Mr Walker/Mrs Hasler.**
 - d. **List of Members Who are not Trustees.** It was reported that Mr Quaddy had placed an Excel spreadsheet in Dropbox that contained several lists of people who had shown support. Mr Walker added that he had started to combine these lists and planned to produce a consolidated list of “supporters” which would then be refined to produce a list of recognised members. This would, hopefully, be expanded as the registration forms from the flyer drop came in. **Action 2 – Mr Walker.**
7. **Rail Track Bed Developments.** The Chairman reported that Mr Tucker had donated a strip of land by the Long Newton road to allow easier access over the road and back on to the track. The footpath wardens were working on making a passage through the wall to allow safer crossing of the road. The obstructing fences at Larkhill crossing were being removed. The next 3 phases of the project were 1) open the new designated footpath and close the old one 2) open up the bridle path across Mr Tucker's land 3) obtain clearance for the bridle path on Duchy land. Mr Hirst emphasised the importance of always referring to the new route as a bridle path and not a cycle track.
8. **Report from Events Committee.** There was no report from the events committee.
9. **Update on Events.**
- a. **Community Bike Ride 12 Jun 2016.** The Chairman reported that despite the rain and having only 68 bikers the community bike ride had been very successful. He requested the Treasurer to ensure that on receipt of all takings, expected by 29 Jun, the Trust's expenses were allowed for before allocation of funds was made to the Dolphins and Bikes4Africa. The latter had indicated their strong support for a bigger event to be held in 2017.
 - b. **Folk Music Event 24 Jul 2016.** Nicola Clark stated that her plan was for a low cost folk event combined with a picnic to be held on the outside platform and on the grass to its east from 1200 – 1800 hours. All she required was some power. Mr Cleaver agreed to organize a generator **Action 3 – Mr Cleaver.** Mr Cook agreed to meet Ms Clark on site to organize any other details. Mrs Hasler offered to donate a pig for a pig roast if somebody could organize the logistics of butchering and roasting it. Mrs

Witcher and Mrs Morgan agreed to look into this possibility – **Action 4 – Mrs Witcher/Mrs Morgan.**

- c. **Car Boot Sale.** The Chairman stated that a car boot sale would be held on 10 July with the cars accessing through the Wiltshire Bridge gate and parking to the south of the container. Mrs Dodge volunteered to manage the sale of any items brought by members. Mr Scurlock offered to provide gas cooking equipment for a tea and cake stand – **Action 5 – Mr Scurlock.**
- d. **Pantaloons.** The Chairman reported that Mrs Witcher had talked to Pantaloons who would try to fit in a performance in the autumn.

10. **First Aider.** The Chairman reported that Paul Lockley was now a qualified first aider.

11. **AOB**

- a. **Presentation to Community Choir.** Mrs Dodge asked whether somebody could give a presentation to the Community Choir on 11 July on the plans for the Goods Shed Arts Centre. The Chairman agreed to organize this – **Action 6 – Mr Cook.**
- b. **Plans for Outside Platform.** Mr Vriend asked whether the outside platform was planned to be a permanent performance area. The Chairman stated that it was and he was investigating the possibilities of having a canopy available.
- c. **Maintenance of Outside Platform.** Mr Walker requested that Mr Hirst ask TTC to take on the task of keeping the weeds down on and around the platform. Mr Hirst agreed to pass the request on – **Action 7 – Mr Hirst.**

12. **Date of Next Meeting.** It was agreed the next meeting of TRLRT would be the Annual General Meeting to be held on Thursday 21 July 2016 at 7.30pm in the Town Council Offices.

David Walker
Clerk to the Trustees

Will Cook
Chairman

List of Annexes:

- A. TRLRT Financial Statement as at 23 Jun 2016

**Annex A to Minutes of TRLRT
Meeting of 23 June 2016**

TRLRT Financial Statement as at 23 Jun 2016

		£	£	
Balance	21.05.16	51,253		
Income	31.05.16		1,,154	Woolsack
	31.05.16		200	Donation from Lions
	17.06.16		750	Donation for seats
	17.06.16		116	Donation from Yoga Class
	17.06.16	17,220	15,000	Donation for seats – Foyle Foundation
TOTAL		68,473		
TOTAL				
Expenditure	16.05.16		412	Eagle Plant for platform
	15.06.16		138	Mr Quaddy expenses
	26.05.16		95	Banners
TOTAL		-645	645	
Balance		67,828		