

# Minutes of an Extraordinary General Meeting of Tetbury Rail Lands Regeneration Trust held on Thurs 17 November 2016

Registered Charity No1092160    Registered Company No 4102029

Patron: HRH The Prince of Wales

**Date: Thursday 17 November 2016**

**Time: 7.30 pm**

**Venue: Tetbury Town Council Offices**



## 1. Attendance

**Present:** Will Cook (Chairman), Peter Atkinson, Grayham Cleaver, Jill Dodge, Barrie Doyle, Mary Doyle, Jo Gale, Julia Hasler, Stephen Hirst, Helen Hyde, Caroline Morgan, Malcolm Norman, Andrea Payne, James Scurlock, Carolyn Witcher, David Walker (Secretary).

**Apologies:** John Andrews, Anne Cox, Jeff George, Paul Lockley, Brecon Quaddy, Maggi Stamp-Loshak, Alyssa Taylor, Anne Terranova, Jan Vriend.

**Appointment of Vice-Chairman.** The Chairman proposed that Mrs Caroline Morgan be appointed Vice-Chairman of the Trust. Mr Hirst seconded the proposal and it was carried unanimously.

**2. Approval of Minutes of the Previous Meeting.** Mr Norman stated that the Attendance was incorrect as he had not been present at the last meeting. Mr Scurlock wished it noted that in reference to Paragraph 10c he intended no criticism of the work of the town council. With these amendments it was proposed by Mr Hirst, seconded by Mrs Morgan and agreed unanimously that the minutes of the meeting of 20 October be 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 conflicts of interest were declared.

## 4. Actions and Matters Arising from Meeting of 18 August 2016

a. **Action 1 – Mission Statement on the Website.** Mr Walker reported that the Trust's mission statement was now on the website. **Action Complete.**

b. **Action 2 – Notice Board.** Mr Walker reported that an electronic advertising board would cost at least £4000 for 2 sq m of display. A free standing, double sided notice board of 6xA4 size typically costs £1,500. Mrs Sandra Ball had noted the Trust's request for a board to be positioned by the market hall but needed to wait for finalisation of development plans for that area before a decision could be made, see her email at Annex 1. **Action Complete.**

c. **Action 3 -** To draft a letter for the Chairman's signature in support of the footpath application. It was noted that the hearing was imminent. **Action Discontinued.**

**5. Lease.** The Chairman reported that Tetbury Town Council (TTC) had voted to give the Trust a 25-year lease of the Goods Shed at a peppercorn rent. The Chairman had provided a letter to TTC to reassure them that any surplus funds from the operation of the Goods Shed would be used to fully complete the renovation of the building, put on a varied and inspiring programme of events, pay towards helping to develop the rail bed and connecting parkland, and in the longer term plan to contribute to a community fund for the development of the town. He thanked Mrs Morgan and Mr Hirst for their support in getting the agreement. Mrs Hasler had received a

request from TTC's lawyer to prepare the agreement for signing. She confirmed that there would be a break clause and that the Trust would be expected to reimburse TTC for building insurance. Mrs Hasler was concerned about the required need each time for a licence for alterations as this would involve legal fees. She suggested that duly signed minutes or drawings could suffice. It was agreed that the seats, paid for by the Trust, would become part of the Goods Shed and hence owned by TTC. Any cinema equipment procured would remain the property of the Trust.

**6. Future Organization.** Mr Doyle reported that he and a small group of Trustees were arranging visits to four arts centres to examine their arrangements in order to recommend a suitable organization for the running of the Goods Shed. This might or might not involve the creation of a new company. Mrs Hasler noted that any company registering for VAT would have to have at least one paid director.

**7. New Name for the Arts Centre.** It was agreed that the new arts centre would need a name that distinguished it from other centres, could be found readily in a web search but was also short and memorable. Mrs Wytcher noted that there was a Goods Shed Stroud and suggested Tetbury Goods Shed Theatre. Mr Walker noted that the company could have a fairly long formal name and a short, catchy brand name. The Chairman asked members to think about the issue and let him know what they proposed.

**8. Joint Working Group with Tetbury Town Council (TTC).** The Chairman reported that at the recent site meeting it had been agreed that internal doors would be oak finish, courtesy of Mr Doyle who had offered to pay the difference in price over plain doors. He stated that with 22mm wood flooring instead of 17mm the floor was now certified strong enough to take the retractable seating. Door handles in the Goods Shed would have brushed satin chrome finish. Mr Walker asked about the drainage problems which could be serious if not remedied before the wooden floor was laid. Mr Cook stated that Stonehouse were still looking into the best solution.

**9. Internal Fitting Out of Goods Shed.**

- a. **Secondary Glazing.** The Chairman reported that the quote for secondary glazing using acoustic glass was £18,950. TTC had agreed that the bill will be split with TTC paying £9,000 and the Trust paying the balance of £9,950 + VAT. It was noted that the secondary glazing should precede installation of the seating to allow easier access.
- b. **Seating.** Mr Walker reported that 160 seats were now sponsored and reported that allowing for expected donations and Gift Aid there was a funding gap of about £3,400. He also noted the importance of getting firm dates for the installation work so that events could be planned in the Shed during early 2017. Mr Hirst proposed that the members present recommend to the Trustees that at their meeting on 22 Nov 2016 they go ahead with the purchase. This was agreed.
- c. **Kitchen.** The Chairman had no further update on the kitchen.
- d. **Projection and Sound Equipment.** Mr Doyle reported that a separate, unrolling screen unit would be about £3,300 + VAT + fixing costs. The alternative of using the wall would cost about £2,600 + VAT to create a flat surface and about £1,000 for reflective paint. He recommended the separate screen unit. The final price for the projection and sound equipment was about £55,000. The projector would be mounted on the back wall pointing vertically upwards and would have a mirror to reflect the picture horizontally. He had no figure yet for the control housing. He had a quote for manual, cassette blinds including fitting of £6,500 for the side windows and £14,000 for the triangular windows. He believed a draped curtain would be a more cost effective solution for the latter.

**10. Treasurer' Report.** The Treasurer presented his report, see Annex B. He said that Mrs Dodge was to be congratulated on her sterling efforts, especially in raising over £1,300 at the bring and buy sale.

**11. Funding and Business Planning.** Mr Doyle reported that he had 3 grant applications being considered by donors: Jack Lane, £4k, CHK £20k and GWR £35k. He had also recently found a reference that gave him 20 pages of potential sources aimed at funding in Gloucestershire.

**12. Close Hotel Presentation.** The Chairman reported that the presentation to VIPs at the Close Hotel had been well received by the small but highly influential audience of VIPs. Soon after £5,000 had been promised by one of the guests. Contact with an artist who could possibly help had also been made. Mrs Haslet noted that another guest had emphasised the income that could be made by setting up various levels of Friends of the Good Shed each with an appropriate annual subscription.

**13. Rail Track Bed Developments.** The Chairman reported that that a decision on the diversion of the footpath at Larkhill by the magistrates' court was now expected on Monday 21 Nov 2016. It was reported that the blocking fence by Preston Park had now been removed and preparations made for a safer crossing at Long Newnton Road. Assuming the change to the footpath was approved, the Chairman believed that the New Year's Day walk could be a major publicity event. The new cycle racks were expected to be delivered that week.

#### **14. Events.**

a. **Mrs Dodge's Coffee Morning/Garage Sale.** The Chairman thanked Mrs Dodge and her helpers for their tremendous fund raising sale. Mrs Dodge noted that Jo Gale had made the snowman who was now installed at Coventry BS with a "where's Stan going for his holidays" fund-raising promotion. She also wished to record that Mr Aiden Box of Stonewood had given considerably of his time to devise a money-raising Golden Brick competition. This would continue to be used at:

- i. Tetbury Christmas Lights Up 1 Dec 2016.
- ii. Tesco 5 Dec 2017 (volunteers required).
- iii. Jill's Bunches and Baskets Stall 17 Dec 2016.

b. **Carol Service 23 Dec 2016.** The Chairman confirmed that everything had been booked for the carol service on 23 Dec 2016 including the Avening Silver Band. Mrs Witcher asked each member to make 20 mince pies for the event and, if possible, donate a bottle of red for the mulled wine.

c. **New Years' Day Walk 1 Jan 2017.** Mr Cook stated that people should meet at the Goods Shed at about 1030 am for a 1045 start to the walk. It was hoped that the new kitchen would be able to provide hot drinks and walkers were encourage to bring their Christmas left overs as refreshments.

d. **Events 2017.** Mr Walker reported that, working on the basis that the seating would be fitted by 31 March 2017, Nicola Clark had started taking provisional bookings. So far there was the Community Choir (27 Mar), Dursley Male Voice Choir (29 Apr) and Mike Pick's dance band (24 Jun). Mr Cook stated that he would organise a ceilidh and undertake to cover any losses. Mrs Witcher indicated that she would like to organize an event aimed at understanding dementia with funding from the Barnwood Trust and also try to arrange a performance by David Baddiel with no performer's fee.

#### **15. AOB**

a. **Easyfundraising.com.** Mr Walker stated that he had signed the Trust up with easyfundraising.com which allows a user, at no cost to him or herself, to donate a small percentage of the purchase cost of any item bought on line to the Goods Shed. He would be sending an email with a request to sign up to all members prior to sending it out to all on the Trust's mailing list.

b. **Publicity Photo Shoot.** Mrs Hyde noted that there was a need to have photos ready for various upcoming events so that press releases could be given in a timely fashion. The events included allocation of the last seat and handover of the Goods

Shed by the builders to TTC and from TTC to the trust including handover of cheque from TRLRT to TTC. She therefore invited all members who could make it to be at the Goods Shed at 1400hrs on Monday 21 Nov 2016 for a brief photo shoot. She emphasised the need to keep confidential any announcement that the order for seats had been placed as this might compromise the sale of the remaining seats.

**16. Date of Next Meeting.** It was agreed that the next meeting of TRLRT would be the held on Thursday 15 December at 7.30pm in the Town Council Offices.

David Walker  
Clerk to the Trustees

Will Cook  
Chairman

**List of Annexes:**

- A Email Mrs S Ball to D Walker 16 Nov 2016:
- B. Treasurer's Report.

**Annex A to Minutes of TRLRT Meeting of 17 November 2016**

**Email Mrs S Ball to D Walker 16 Nov 2016**

Mrs S. Ball [sball@westonbirt.gloucs.sch.uk](mailto:sball@westonbirt.gloucs.sch.uk)

To: David Walker

Dear David

Thank you for your email concerning the signage/noticeboard for the Goods Shed.

We are in the process of getting quotes to have the back of the Market Hall re surfaced and levelled off and until this is done and we have re organised the flower pots and seating we will not have an idea of where a noticeboard would go.

Once the work has been completed then we can consider a noticeboard. Could you in the meantime get us definitive sizes and a mock up showing design of the noticeboard.

Could you also let us know who would be footing the bill for the sign and for the installation?

In the meantime please do not hesitate to come back to me if we can help further

Sandra

Cllr. Sandra Ball

E:[sandraball@tetbury.gov.uk](mailto:sandraball@tetbury.gov.uk)

T:01666881384 (work)

T:01666505179 (home)

M:07764348658 (mob)

**Annex B to Minutes of TRLRT Meeting of 17 November 2016**

**Treasurer's Report.**

TRLRT FINANCIAL POSITION 17th NOVEMBER 2016			
Bank Balance		189250.06	
RING FENCED	£54,000		Seating (to date) Deposit Dec £17678; Balance Apr £53034
	£7,000		Kitchen
	£126,700		TTC Due December 2016
	£2,200		Lease costs
	£100		Cycle Path from Sponsored Ride
TOTAL	£190,000		