



Minutes of Friends of Pittville Executive Committee Meeting – 19 September 2008

1. Members Present

Chairman – Tony Mason (TM)
Hon Secretary – Ron Pattinson (RP)
Hon Treasurer – Paul Weston (PW)
Councillor - Dave Prince (DP)
Ward Councillor - Diane Hibbert (DH)
Ward Councillor – Tim Cooper (TC)
Park Watch – Desmond Fitzgerald (DF)
Fiona Clarke (FC)
Anne Roberts (AR)
Arran Stibbe (AS)
Roger Turner (RT)

1.1 Apologies

Colin Eynon (CE)
Dave Anderson (DA)
Judy Langhorn (JL)

1.2 Absent – PARA representative (not yet nominated by PARA)

1.3 Others Present

Eileen Lockwood (EL)
Beryl Bonney (BB)
Daud McDonald (DM)
Rosemary Mansbridge (RM)

2. Welcome

The Chairman welcomed Councillor Tim Cooper, Eileen Lockwood, Beryl Bonney to the Executive Committee Meeting (Excom). In addition, Daud McDonald was welcomed as a liaison between FoP and the St Paul's area. He was also invited to complete an application to become a full time member of the Excom for election at the AGM.

3. Minutes of Executive Committee (Excom) Meeting – 15 May 2008

The minutes of the previous Committee Meeting and the AGM were unanimously approved as being a true record of the meeting.

4. Matters Arising (Previous Minutes' reference)

4.1 Liaison with Dunalley School (3.5)

DH has established a line of communication with the school.

Closed

4.2 Long-term involvement in HLF project (4)

Covered in briefing by RM.

4.3 Membership Subscriptions (6.2)

See Para 5

4.4 PARA Co-opted Member (6.4)

To date, no replacement for Peter Simmons has been nominated by PARA. EL and BB were invited to attend this excom meeting by the Chairman.

Open

4.5 New ward councillor to be invited to join as co-opted excom member (6.5)

Cllr. Tim Cooper was invited and attended his first excom meeting.

Closed

4.6 St Vincent's Centre (7)

The Secretary has advised both the committee and the FoP members about each side of the arguments vis-a-vis the development of the Centre in the area currently occupied by Dunalley School Wild Life Garden. FoP maintains a neutral stance on the matter and will take no active role.

Closed

5 Heritage Lottery Fund (HLF) bid update.

TM thanked RM on behalf of the excom for extending her working day to brief the Excom.

The submission date for the Stage I bid is 30th September 2008 and the submission will be delivered by hand on 26th or 29th September. The result will be announced by HLF in March 2009

RM presented the final master plan and broad costing spreadsheet to the Excom. The breakdown of costs for the projects to be undertaken was detailed in the £4,000,000 budget. These details are not available to the public until after the submission of the bid but will be posted on the website after that date. RM was able to expand on the limited view created by the master plan and spreadsheet to include all the aspects which have to be satisfied by the HLF process. The actual submission runs to several hundred pages and will be sent in electronic format to the Secretary.

AR stated her disappointment that no water feature had been included.

RT expressed surprise that more was to be spent on play areas and community aspects than to be spent on refurbishing the exterior of the Pump Room. A reminder was given regarding the essential guidelines from HLF about grants under the **Parks for People** program, which covers the bid.

RM clarified that costings were based on actual and realistic estimates obtained over the past few months. Priorities for various projects will be established as part of the Stage II process. The Stage II submission date is March 2010 with the final result in September 2010. Realistically, capital works should commence in 2011.

RM asked the FoP to consider suggestions for long term involvement by FoP

6 Financial Report

PW reported that the bank balance stands at £694.

In reply to questions about renewal of membership, PW stated that 69 members had responded to the reminder sent out by email and newsletter. A further email reminder will be sent by the secretary, on the next newsletter and on the AGM notification. Members will be able to renew subscriptions at the AGM.

A discussion of membership subscriptions and payment is to be placed on the agenda for the next Excom meeting, scheduled for 12 November 2008.

Action RP, DP, FC

7 Revision of Constitution

7.1 The Excom agreed the following changes:

Reword para G (1) to read:

“The Executive Committee shall consist of not less than 5 and not more than 14 **current** members of the Friends of Pittville consisting of:

- (a) The Honorary Officers specified in **clause F**
- (b) **A maximum of seven other members who have been formally proposed by a member of the Friends and elected at the Annual General Meeting.**

The members of the elected Executive Committee shall hold office from the conclusion of that meeting.”

Delete para G (1) (c) and add as new para G (2) (d)

Reword para G (6) to read:

“No person shall be entitled to act as a member of the Executive Committee whether on a first or on any subsequent entry into office until after signing ~~in the minute book of the Executive Committee~~ a declaration of acceptance and of willingness to act in the trusts of the Friends.”

This declaration will be incorporated in the new proposal form for excom members (see below).

The revisions will be published in the notification of the AGM as required by the Constitution. **Action: RP**

8 Committee Membership after AGM

The Hon Chairman announced he will be stepping down after the AGM. The Excom endorsed the nomination of County Councillor Dave Prince, who was instrumental in starting the FoP movement 7 years ago, as chairman, to be ratified at the AGM.

The Hon Secretary announced he will also be stepping down after the AGM. He stated his willingness to remain on the Excom, continue working in committee for the HLF bid and to maintain the FoP website and electronic mailing lists.

It was felt that the post of Hon Sec should be split into different areas of responsibility, to be determined at the next Excom meeting. FC expressed interest in responsibility for publishing the newsletter and minute taking.

To regularise procedures, the Excom agreed to a new proposal form to be completed by all members applying to become a member of the Excom, which will embody the declaration required in the Constitution para 6(g). Current Excom members who wish to continue will be asked to complete the form of application before the AGM election.

Action: RP, all Excom members

9 Any Other Business

Excom reminded of date and venue of AGM.

10 Date of Next Meeting

The date for the next Excom Meeting is set for Wednesday 12 November 2008.

DH will book a committee room in the Municipal Building

Action: DH