



Minutes of Friends of Pittville Executive Committee Meeting - 24 October 2006

1. Members Present

Chairman – Tony Mason (TM)
Hon Secretary – Ron Pattinson (RP)
Hon Treasurer – Paul Weston (PW)
Ward Councillor - Dave Prince (DP)
Ward Councillor - Diane Hibbert (DH)
Park Watch – Desmond Fitzgerald (DF)
PARA – Peter Simmons (PS)
Anne Roberts (AR)
Arran Stibbe (AS)
Fiona Clarke (FC)
Geoffrey Pratt (GP)
Judy Langhorn (JL)
Roger Turner (RT)
Cheltenham Borough Council (CBC) Representative – John Crowther (JC)

1.1. Apologies

Colin Eynon (CE)
Rosemary Mansbridge (RM) (CBC)
Adam Reynolds (ARY) (CBC)

2. Membership

2.1. Recruitment

2.1.1. Methods of attracting new members to the Friends of Pittville (FoP) were extensively discussed and the following options agreed.

2.1.1.1. A mass leaflet drop, of approximately 3000 leaflets, to cover the area of the original Pittville Estate and immediate environs. Deadline for production to be late November to coincide next issue of the PARAGRAPH.

Proposed – AR, Seconded – DP. Unanimous

Action: Leaflet preparation by RP. Distribution by all committee members and volunteers

2.1.1.2. PS offered the services of PARA to publicise and assist with leaflet drop.

Action: PS and RP (to liaise on FoP insert in PARAGRAPH)

2.1.1.3. Website – a form to join FoP to be added to www.friendsofpittville.org.

Action: RP

2.1.1.4. RP will devise and send to all committee members, a suitable application form, which can be printed out for ad hoc use.

Action: RP

2.1.2. AS made the point that St Paul's area should be actively included and involved in any plans for the Park project as they are frequent users.

2.2. Subscriptions

2.2.1. **Fee.** The level of subscription was set at £2 per person, with a concessionary subscription of £0.50. However, new members would have the option of making a voluntary increased donation, at their discretion.

Proposed – PW, Seconded – AR. Unanimous

- 2.2.2. **Collection of Subscriptions.** PW agreed to completed applications and subscriptions being sent to his personal address but to “The Treasurer” rather than his own name.

3. Finances

- 3.1. **Administration.** The Hon Treasurer is to open a bank account for the FoP. Signatories initially to be any two from Hon Chairman, Hon Secretary and Hon Treasurer.

Unanimously agreed

Action: PW

3.2 Support from CBC

- 3.2.1 JC advised of an impending small grants round. Whilst no-one was actually tasked with liaising on this specific matter, would Diane Hibbert please take this on?

Action: DH

- 3.2.2 JC also passed on some useful information regarding grants available from the Heritage Lottery Fund (HLF) for smaller projects, including those related to young people. DP agreed to liaise with JC on this.

Action: DP

- 3.3 **Sponsors.** It was agreed that sponsorship from local interests and businesses may provide a source of revenue for the FoP account. FC agreed to investigate sources of sponsorship.

Action: FC

4 Communication

4.1 Internal.

- 4.1.1 The importance of being conscientious in use of, and responding to, email communications was emphasised.

- 4.1.2 The Committee was reminded that there is a common address established so that Executive Committee can communicate with **ALL** members of the committee. All email sent to this address will automatically be forwarded to the individual committee members. In addition, should any committee member wish to communicate directly to Hon Chairman, Hon Secretary, or Hon Treasurer then they also have individual email addresses.

- 4.2 **With the Membership.** RP agreed to maintain a database of FoP members. Newsletters etc will be distributed to them using a common email address.

Action: RP

4.3 With the General Public

- 4.3.1 A newsletter drop over the area of the initial leaflet drop was seen as a good starting option; frequency agreed to be four per year. First Newsletter to be prepared as soon after the next Executive Committee meeting as possible.

Action: Newsletter preparation by RP. Distribution by all committee members and volunteers

- 4.3.2 The newsletter will also be featured on the website.

Action: RP

- 4.4 **With CBC.** One of, John Crowther, Rosemary Mansbridge or Adam Reynolds will attend the Executive Committee meetings. JC will be the FoP first point of contact within CBC, email copied to all three.

Action: JC, RM, ARY

- 4.5 **With Schools / University.** These establishments to be encouraged to take an active interest in the work of FoP and an active, non-executive, participation by pupils and students can be expected at some future Committee meetings.

- 4.5.1 JL agreed to be the liaison with **Pittville School**. DF will pass on information he already has about this.

Action: JL and DF

4.5.2 AS agreed to be the liaison with **Dunalley Primary School** and the **University**.

Action: AS

4.6 **With Other Organisations**

4.6.1 GP agreed to be the liaison with the **St Vincent's Centre**.

Action: GP

4.6.2 It was suggested that representatives of organisations with complementary interests in Pittville might be invited to be present at future Executive Committee meetings as observers, with the prior agreement of the Committee. No decision was sought.

4.7 **The Gloucestershire Echo.** It was noted that there was no entry for Pittville in the Community News section of the Echo. It was agreed that TM would explore the possibility with the editor of the Echo.

Action: TM

4.7 **Posters.** DP suggested positioning a notice board in the Park. DP agreed to liaise with CBC on this matter as part of his function with the FoP Maintenance Subcommittee (See AOB).

Action: DP

5 **Projects**

5.1 GP agreed to write a "mission statement" to represent the sense of the constitution and how the work of the FoP will enhance the area covered by the project to benefit the local community now, as well as in the long term. This mission statement, which will relate to the objectives of FoP as defined in the Constitution, will be required for the first leaflet drop so a deadline of mid November would seem appropriate.

Action: GP

5.2 In response to objections about the practice of haphazard commemorative tree planting and placing of memorial stones, JC pointed out that this has now ceased.

5.3 A necessary project, and one which may be suitable for HLF grant, is the restoration of the footbridge across the lower lake, destroyed by vandalism some years ago. This will be looked at by the Maintenance Subcommittee. (See AOB)

Action: Maintenance Subcommittee

5.4 Suggestions for any reasonable project should be submitted to the whole committee for consideration. Short term projects should be consistent with longer term plans for the enhancement of the Pittville Estate as a whole.

5.5 AR suggested placing a fountain with the Park.

Action: AR to discuss with Maintenance Subcommittee

5.6 Erection of a notice board, as per item 4.7

Action: Maintenance Subcommittee

6 **Constitution**

6.1 Hon. Chairman proposed that the minimum number of meetings to held per year should be increased to four. This was unanimously agreed.

7 **Any Other Business (AOB)**

7.1 **Plans of the Pittville Park Area.** JC agreed to send Hon. Secretary an electronic link to download a colour map of the area covered by the restoration project.

Action: JC and RP

7.2 **Maintenance Subcommittee.** The former FoP working group has been reconstituted as the FoP Maintenance Subcommittee, consisting of DP, DH, DF, and PS.

8 **Next Meeting**

8.1 The date for the next Executive Committee meeting was set as Wednesday, 24 January 2007 at 1900. DP agreed to book a room for the meeting.

Action: DP and all Executive Committee Members

Meeting closed at 2100