

## Minutes of the Friends of Martello 24 Trustee Meeting 6.2.17

### 1. Present

Richard Blackwell, Denise Meyers, Peter Faulkner, Andrew Ashton, Adrian Goodsell, Barry Tate, Maureen Vogt

### 2. Minutes of last meeting

Read and agreed, but it was decided that any discussion of Sheila Jones's position would remain confidential and not put on the website or in the public domain.

### 3. Finance

#### 3.1 Treasurer's report

Letter to go to bank for change of name. No expenditure to date.

#### 3.2 Grants

Dependant on change of name of the bank account. There is £900 available from our two SDC councillors and £500 from KCC but must be in by 21<sup>st</sup> February. Need to have a clear idea of possible expenditure – leaflets, badges, collecting tins, sandwich board. The grants can't be used for insurance. Andrew to complete SDC forms and Peter KCC.

#### 3.3 Insurance

Richard and Denise will ask DPC for a grant towards the cost of insurance that evening at the council meeting. The cost of insurance will be about £325 to cover volunteers for public liability and individual cover but does not cover display content. EH will not cover.

### 4. Registration with Charity Commission

Nothing has changed. A named person is now looking after the case.

### 5. English Heritage

#### 5.1 Maintained Properties Agreement

Draft 3 received, our comments have been sent and a reply received from EH. Peter thinks we should go with it, but Barry thinks the document puts too much onto us especially for Risk Assessment. Health and Safety documents have been received, but Barry does not think these are complete or signed off. A meeting has been arranged with EH Health and Safety officer Richard Kear on 13th February. The MPA needs to be signed shortly as it has to go to the Board of EH. Items 13, 14 and 15 are those causing concerns as we cannot be responsible for Health and Safety in the Tower but will work to EH's. Peter will email EH over these concerns and hope they can be resolved at the meeting on 13.2.17.

Adrian raised a query about Financial Arrangements could be reinstated from Draft 2.

#### 5.2 Displays Subgroup

An inventory of items in the Tower had been made. Some are Sheila Jones's and the rest EH's. There was some concerns over Sheila's muskets presumably these are legal and safe. Industrial dehumidifier will hopefully be installed by EH as soon as possible.

Colin to be asked to produce a file with relevant information for volunteers. Colin is to be co-opted to the group. We will arrange a meeting with Rowena from EH for April.

A subgroup meeting will be held soon.

## **6. Staffing**

### 6.1 Volunteers

A meeting with the volunteers to be held on 20<sup>th</sup> February 2pm at the Methodist Church.  
Further training meetings to be arranged.

## **7. Marketing**

### 7.1 Logo

Produced by Andrew and Peter. Thanked by Group.

### 7.2. Parish Magazine

Article by Peter to go in. Peter will meet with journalist from the Looker on 21<sup>st</sup> an article to go in nearer Tower's opening.

### 7.3. Leaflet

Subgroup to produce but EH will need to approve.

## **8. AOB**

### Email

Does anyone want to use martello24.net? Peter is using and so will Barry.

## **9. Dates of next meetings**

20<sup>th</sup> February 1.30

13<sup>th</sup> March 10.00