

Friends of Martello 24 Trustee Meeting 27th September 2017

Present:

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

1. Apologies

None

2. Minutes of last meeting

Agreed

3. Finance

Treasurer's Report

Attached

Balance £1,766.19

4. Openings

4.1. Secretary's Report

Attached

3,050 visitors £497.89 in donations.

4.2 August Bank Holiday Weekend

Excellent event. Sheila arranged 16th Foot re-enactment group to set up displays in Tower. Legal position is grey over who is responsible after opening hours.

Discuss with EH the position.

4.3 Rules for the public

Agreed these would be displayed at the foot of the stair.

1. No food or drink.

2. Suitable footwear and clothing should be worn.

3. Children must be supervised.

4. Do not climb on the cannon.

4.4 Opening November 2017 to Easter 2018

Invite History groups to visit and pre-book. Enough stewards to cover. Need a joint calendar with Sheila. Remind EH to replace heater in Tower.

4.5 2018 Opening hours

Easter to October 2018 Saturdays, Sundays and Bank Holidays 2-4pm.

5. Health and Safety

5.1 Fire Risk Assessment

Adrian has completed. We reviewed it.

Evacuation drill to take place at November volunteer meeting.

Volunteers, Staff and Visitor's Risk Assessment

Adrian reviewed.

Need to arrange a meeting with EH to discuss outstanding concerns,

Barry to prepare a spreadsheet so we can track outstanding items.

Peter will contact EH on all items they need to action.

Add seagull hazard – buy flying hawk kite?

5.2. Risk Assessment to be done

Work under the MPA – very little to be done. System to be set up for regular inspections. Need to meet with EH to review MPA.

Tasks of Schedule 2 not applicable as no portable appliances.

6. Meeting with Volunteers

Wednesday 29th November 10pm at Tower for Fire Drill then back to Parish Council Office.

7. Displays

Andrew has emailed Rowena 3 times but has had no response to arrange a eting.

8. New Management Structure

Agreed

9. AOB

9.1 Buckets and Bowls

Agreed to purchase new ones. Peter to purchase

9.2 Postcard

Agreed design. 30 to be printed to start with.

9.3. WW1 Commemoration

Andrew and Maureen to attend meeting

9.4 Fifth Continent Launch

We will try to send representative

10. Next Meeting

Monday 30th October 10 am.