

## **Friends of Martello Tower 24 Trustee Meeting 30 October 2017**

### **1. Present**

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

**Apologies** – Richard Blackwell family emergency

### **2. Minutes of last meeting**

agreed

Actions taken

WW1 meeting 22.11.17.

5<sup>th</sup> Continent meeting attended by Peter, Richard and Andrew

Buckets still to be purchased

### **3. Finance**

3.1 Treasurer's Report

attached to 30.9.17

3.2 KCC and SDC grant spending

Meet with Sheila to discuss spending on cabinet and buckets. Possibly long plant troughs.

Tower is less damp at present.

Andrew will quote for replica muskets.

Display boards will be other large expenditure but is awaiting EH to deal with damp.

Leaflet and Posters – Peter met with Nick (EH Marketing) we will have to make some payment towards this next year. Peter will get quote. KCC grant to be used. We can apply to Marting Whybrow (new KCC Councillor) for further grant.

### **4. Openings**

4.1 Secretary's Report - attached

4137 visitors

£716.15 donations

33 openings 125 visitors and £21.70 on average per openings

Report sent to EH

Rules for public posted on board outside

History groups have been invited to visit.

Winter checks to be discussed with Geoff EH on 14.11.17.

4.2 EH guidebook 1990 has been scanned by Peter – we will use as authoritative guide.

2 new volunteers

### **5. Health and Safety**

5.1 Review

No response from EH.

Barry has done a good job on updating status of Ras. Discuss with Geoff 14.11.17.

Get EH to remove irrelevant RAs from MPA on 14.11.17. see item 6.1

### **6. Meeting with EH on 14.11.17.**

6.1 Changes to MPA

See 5.1

Peter has produced possible changes to MPA

Need to remind Geoff of all outstanding issues

## **7. Review meeting with volunteers 29.11.17**

Meet at Tower at 10.00 am. Fire Drill

Return to DPC offices. Denise will provide tea and coffee.

3 stewards on duty would be preferable next year especially on busy weekend such as Bank Holidays, but a minimum of 2.

need to clarify that we are all telling the same story about the Tower.

## **8. Meeting with Sheila Jones**

Discuss-

sickness or holidays in Winter

moving the mannequin

re-enactment by Cinque Port Volunteers

choice of trays and buckets

new storage and tidying

## **9. Displays**

Meeting with EH – still no response from Rowena.

Some contact with Roy Porter will try to arrange with him/ Peter will email Alison at EH.

## **10. Marketing 2018**

See previous

Denise will make sure DPC pamphlet has the right dated for next year.

## **11. AOB**

New Heater – not working

Light – new one to be fitted in basement this week.

Heritage group committee meet tomorrow will bring up idea of decorating the Tower for WW1 end agreed but we will need to ask EH.

Andrew has been collecting postcards of the Tower over time, will make an archive.

Karen – get flowers or appropriate gift for holding keys.

AGM will need to be held May 2018.

RA – Peter will produce a maintenance checklist.

Adrian will add possibility of visits to Heritage groups in Journal of Kent History.

## **12. Next Meeting**

8<sup>th</sup> or 10<sup>th</sup> January 2018.