

Friends of Martello Tower 24 Trustee Meeting

5th July 2017

1. Present

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

2. Minutes of Last Meeting

Agreed with 1 abstention.

3. Brian Smith's (EH) email of 23.6.17.

Richard read email.

Barry said parts of email were untrue. Faults with the electrical circuits did have to be repaired. He asked polite technical questions of the contractor to which the contractor responded. One circuit has been disconnected. Emergency lighting was fixed in March but English Heritage not informed.

Richard said it is EH's responsibility to say the building is safe. Water ingress is the cause of most of the problems in the Tower. EH have promised that an expert will report on this in the near future. MICC should be used for the electric cabling and perhaps this could be raised with the expert.

Maureen requested that we respect Barry's technical expertise in this area.

Peter said if we find something wrong we need to inform EH.

Barry to draft an email requesting EH confirm electrics are safe and compliant with BS671 Except for one disconnected circuit.

4. Opening 15th July 2017

4.1 Risk Assessments

Denise explained that Ian Meyers had withdrawn from doing the Fire Risk Assessment following Grenfell as he has no Public Liability Insurance. But he will Fund any professional risk assessment from his Ward budget as Shepway District Councillor.

Barry has a contact who can do this and will find out the cost.

English Heritage has produced a recent Fire Risk Assessment which Brian Smith says is still valid. But we need to have one done in the near future..

Adrian and Denise said that most of the Risk Assessment can be done by ourselves.

4 other RAs need to be done.

Visitors and Volunteers - this needs to be done shortly. At the latest by 29.10.17.

Peter will talk to Seaford Tower about how they did theirs. We will talk to Richard Kear EH on Friday 7th on how to do it.

Main concern is the basement and how dark it is.

Contractors – not applicable.

Portable electrical equipment – none at present.

Work days – not applicable.

4.2 EH's Marketing leaflet and artwork proposal

Peter shared copies of EH's leaflet and A4 poster which they have offered to pay for.

The only concern was that our name is not on the front of the leaflet. But if EH is covering the cost we will go with it.

Peter will talk to EH about distribution.. We will get an allocation to distribute around the village.

4.3 Steward's Rota

Rota done. There a few slots not covered. Andrew offered to cover some emergency absences.

4.4 Training

This on Friday 7th July 9.30 to 12.30 at the Methodist Chapel then the Tower. There will be a talk on the Tower by Ivor Sowden and then Richard Kear from EH. Richard will provide bullet points for those who can't attend.

4.5 To do list

Discussed any actions we still needed to complete.

Guardianship panel to be mentioned to Richard Kear on Friday.

Richard Blackwell to investigate buying kettle, mugs etc. for volunteers.

4.6 Official Opening

Folkestone Herald will do apiece.

Sheila say the Day of Syn group would like to do hold a 'Smugglers and Redcoats' event at the Tower over the August Bank holiday. Will try to open longer on that Sunday and Monday. Peter will contact EH on her behalf for permission. There was a discussion on whether to have the official opening that weekend. But it was decided there were too many other events going on and it would be better to hold in early September on a quitter day. We will invite the Chairman of SDC and our previous and present KCC member. We might have refreshments in the chapel afterwards.

5. Finance

5.1 Treasurer's Report

No changes in accounts. But the first cheque has been signed.

Peter raised the possibility of Standing Orders for people to contribute regularly to the organisation.

5.2 SDC's Community Chest

Grants are available till 31.7.17. We will apply for a grant for a wet/dry vacuum cleaner. Richard to investigate.

6. AOB

6.1 Seagull chicks

Here are chick on the roof of the Tower. Visitors need to be warned.

6.2 Rust on access stair

Look at on Friday with Richard Kear.

6.3 Health and Safety Queries

Richard Kear will discuss on Friday.

7. Next Meeting

Wednesday 9th August 10.00 am.