

## **Martello Tower 24**

### **Meeting of Trustees 15.1.18.**

#### **1. Present**

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

No absences

#### **2. Minutes**

The minutes of the last meeting were agreed.

#### **3. Finance**

##### **3.1 Treasurer's Report**

Attached. Little activity at the moment. Balance of £2070.54. Report accepted.

##### **3.2 KCC and SDC grants**

Must be spent by end of February.

###### **a) KCC**

Will be spent on marketing, distribution of leaflets and advertising.

###### **b) SDC**

Will be spent on cupboard, buckets, radios and bell (fire alarm)

#### **4. Maintenance – Barry**

Barry has visited every two weeks.

Top door lock has been fixed.

When wet steps to the door are very slippery- this has already been reported to EH but needs reporting again as a Health and Safety concern. Peter will produce warning sign.

The Hydrometer is showing a maximum of 99% at 7degrees C. Water is running down the inside stairs, the floorboards at the bottom are rotting. Heater in the office is working and keeping that room at 10degrees the rest 7.

Contractor came in and treated mould on the wooden partitions- this does not appear to be effective. Health and Safety was not adhered to.

Contractor in t check cause of water ingress, but no follow up.

Barry will itemise all outstanding concerns and Peter will email Geoff at EH. He will also ask about the Contractor's report on the water ingress

The installation of the further lighting circuit in the basement has been completed.

Damage has been caused to the pavers by lorries accessing Flishers yard at the rear. To be notified to EH.

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

Dealt with in 4.

#### **6. Meeting with Sheila Jones**

Andrew and Maureen will inform her we are replacing the cupboards and buckets.

#### **7. Tower Openings**

Bespoke visits – Peter

There are 5 arranged for the next few months.

Regular 2018 – Denise

An email has been sent to all volunteers asking them to list their availability for the first half of the season.

## **8. Displays – Andrew**

Rowena EH is not sure if she will be in post.

Andrew will try to arrange a meeting when the staffing situation at EH is resolved.

Andrew and Peter will look further into replica muskets.

## **9. Marketing**

9.1 Formal opening

To be shelved

9.2 Leaflet distribution

5,000 leaflets A2 and A1 posters will be printed by EH.

It will cost £180 to have the leaflets distributed round Kent.

9.3 Martello Tower 24 postcards

Peter has found an artist who can produce a painted image of the Tower which can be made into a greetings card that could be sold for £2.25. We were not too happy with the first design but thought it a good concept.

Postcards – agreed 2 designs, will cost £25 for 100.

## **10. AOB**

Letter to MP

Peter wrote about 1 month ago, but no response. Will resend.

WW1 100 years

Agreement from EH to put signal flags up. Need to ask the shops at the sides if we can attach the ends to their buildings.

Kent Big Weekend March 2018

Peter has applied to join, but not sure if we qualify as aimed at attractions that charge. Held weekend before Easter.

Heritage open days – September 2018

Peter has applied

Sale of Martello 25

Sold by SDC for £155,000. Peter has written to the auctioneers to ask if the new owners will let us look inside for reference purposes. Will also write to SDC for the same reason,

Will inform EH of the situation and ask them to monitor the situation/

## **11. Next meeting**

Monday 26<sup>th</sup> February 2018 10.00am