

## Friends of Martello24



### Notes of the Action Points from the Trust Meeting held 10am Wednesday 8 August 2018 at DPC Office

#### 1. Apologies

Denise sent her apologies.

#### 2. Minutes of last meeting 18 June 2018

Minutes were agreed, with one amendment – item 4 to read ‘....One volunteers once a week..’

#### 3. Finance

The accounts as presented by the Treasurer were agreed

It was agreed that the Treasurer would use single person authorisation for banking transfers.

#### 4. Weekly Winter Checks

It was agreed that:

- a) the weekly winter checks would be normally undertaken on a Tuesday, with Barry undertaking the fortnightly maintenance visit at the end of the week.
- b) Peter would produce a rota and simple checklist for the weekly winter checks.

#### 5. Risk Assessments

It was agreed that:

- a) Peter would source and post in the tower office a Health and Safety Law Poster, in accordance with Issue 3 of the Trust’s Health and Safety Policy and Volunteers, Staff & Visitor Risk Assessment
- b) Barry would update both the Trust’s Health and Safety Policy and Volunteers, Staff & Visitor and Fire Risk Assessments. Peter to then send both to EH requesting an update on all EH actioned items.

#### 6. Tower Openings

Peter to ask the Cinque Ports Volunteers re-enactment group if they could be ‘on duty’ at the tower on the Turn the Tide Festival, Saturday 20 October and Sunday 21 October 2018.

#### 7. Displays

The Displays sub-committee was to meet on 15 August 2018 at 11.30am. Items on the agenda would include the proposed children’s guide, purchase of the muskets and the provision of portable display boards.

#### 8. Marketing

It was agreed to purchase a teardrop flag as per the design provided by Peter. The current price was c £107 + p&p and it was agreed that Peter purchase same when Vistaprint had one of their 40/50% offers available.

#### 9. Volunteer Stewards Meeting November 2018 & Fire Drill

It was agreed that this would take place in November. 10am at the Tower for the Fire Drill followed by the meeting in the Methodist Church Hall, with refreshments, including cream cakes. EH’s Ali Naylor to be invited. Richard to identify suitable dates.

## **10. AOB**

- a) It was agreed to accept Barry's offer to clear the vegetation growth on the roof and parapet.
- b) Re dressing the tower for the WWI memoriam in November 2018, it was agreed that:
  - i) normal bunting would be used if the International Code of Signals flags could not be sourced and
  - ii) Richard would ask Gill to ask Flishers about fixing the bunting to the two adjacent buildings to the tower.
- c) It was agreed to have information available for the volunteers Stewards about the location of defibrillators in Dymchurch. Richard advised they were located at the Fire Station (24hr), Village Hall (when open) and the British Legion Club (when open)
- d) It was agreed to look into the provision of a French version of a brief description of the tower. Peter would start by looking at translating Ivor Sowden's paper

## **11. Date of next meeting**

The date of the next meeting is Tuesday 25 September 10am at the DPC office

Peter  
8 August 2018