

Minutes of The Friends of Martello Tower 24 Trustee Meeting

9th January 2017

1. Present

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

Apologies for absence – Adrian Goodsell

2. Name Change

It had been agreed by all trustees via email that the name of the group be changed from Dymchurch Historic Buildings Trust to The Friends of Martello Tower 24.

3. Minutes of last meeting

The minutes of the last meeting were read and agreed. Proposed by Richard vote unanimous.

4. Treasurer's Report

The Treasurer's Report was read and agreed and accepted with thanks. The Bank Account was now operational.

The change of name will be made when the Charity Commission approval is received.

A petty cash account has been set up.

Peter will apply to our Shepway District Councillors and our KCC Councillors for grants.

Charlotte Watkinson is to act as our examiner.

5. Charity Commission

5.1 Form has been submitted. It will take about 40 working days – end of February/March.

5.2 The Trustee forms were resigned with the change of name.

6. Current Strategy

6.1 Barry raised concerns about Health and Safety -ventilation, moisture, non slip staircase, fire escape. Volunteers and public must be made aware of conditions. Barry to meet with Sheila Jones to inspect the Tower and produce a report on its state.

6.2 It was agreed that

1. To accept the tower as is for 2017, noting its deficiencies, and that we do all that we can to have as many publicised planned openings during the summer of 2017 as volunteer numbers allow.
2. Make English Heritage aware of all our concerns and expectations re the condition of the Tower and that the Tower will meet all the required standards.
3. Ask EH for a definite commitment, with timescales, that they will undertake remedial work with regards to these concerns, expectations and standards.
4. This strategy to be reviewed in November 2017 once we have experienced openings summer 2017.

7. English Heritage

7.1 We have had no confirmation from EH historians confirming their attendance on 18th or 25th January. Colin from the Heritage Group to be invited. We will

set up a subgroup of Denise, Andrew and Barry to look at producing information boards and pamphlets.

- 7.2** Peter to reply to EH last email confirming that we are happy to proceed with the Management Agreement on the understanding will take remedial action with regard to the roof leak. Confirming our opening hours as Easter 2017 and then every Saturday and Sunday plus Bank Holidays until the end of September 11am to 2 pm. Also to request the current Risk Assessment and electrical testing certificate.

8. Staffing

- 8.1** Volunteers – 16 including us. Peter will check with EH to find out if volunteers are covered by their Public Liability Insurance. Training will be organised by s in March with Sheila's help. It might be helpful if we could visit one of the other Towers open to visitors either Eastbourne or Jaywick. Meeting with volunteers and Sheila to be arranged for end of February. Social Media to be used to try and attract more volunteers.

9. Marketing

- 9.1** Internet – website is up and running. We will also have a presence on Facebook and Twitter.
- 9.2** Logo – discussed possibilities Peter to finalise.
- 9.3** Parish Magazine to include article about Tower opening and asking for volunteers.
- 9.4** Flyers to go into local shops.
- 9.5** Donation boxes to go into local shops. One in Tower shaped like a Tower?
- 9.6** The Parish Council leaflet 'Visit Dymchurch' is about to be reprinted Denise will have it amended to represent new situation.

10. Funding

Grants from Shepway and KCC Councillors to be applied for.

11. AOB

None

12. Next Meetings

Monday 6th February and 6th March

