

# FOTC Committee Meeting Minutes

**13<sup>th</sup> May 2018 2.30pm,  
Woodlynch, Smugglers Lane**

**Present:** Neil Howell, Marti Howell, Martin Fry, Kay Large, Jean Gitsham

The meeting was called to discuss the logistics of the AGM which is being held on Thursday 24<sup>th</sup> May at 7pm at the Rugby Club

Neil will ask the Alice Cross if he can borrow their projector

We have no idea how many people are likely to attend but only Members (i.e. those who have paid a Membership Fee) can vote on any motion but the meeting is open to non members.

There was some discussion about how to recruit new members and it was decided that someone (Marti?) will sit at a table near the door and ask people to sign a register and ask for membership. Neil will devise a form to comply with new Data Protection Legislation. The form should ask for Name, Address, Phone Number and E Mail Address. It should include tick boxes for people to indicate how we can contact them.

Neil will also print copies of the poster off to be distributed and taken for display at TAAG (Neil)

Museum (Neil)

Ashleigh Way (Marti)

Library (Marti) Alice Cross (Kay)

Neil will contact the Oracle for inclusion

Town Notice Board - apparently the proprietors of Fork Handles who hold the key to open the one by the Seaview Diner (Kay)

Members will be contacted by emails. Martin asked to be sent a copy of the spreadsheet (Neil). Those without emails will have a hand delivered invitation.

**The next committee meeting should include a discussion on Membership, Fees, Donations and Lifetime Endowments**

The AGM Agenda is

Welcome

Chair's Report

Treasurer's Report

Chair's Report on the future (inc: Buildings)

Election of Committee Members - the current committee present all agreed to stand again with the only change being Kay taking over from Martin as Treasurer. Happily Martin has agreed to stay on the committee as a member rather than an officer.

We thought a couple of other people might be interested in joining the committee. Neil will contact one (Deborah) and Jean the other (Mal) who have expressed an interest. A third candidate is known to us all and has indicated that she will definitely be standing. It was suggested that next year, all nominations should be sent in writing prior to the AGM.

The Committee should arrive at 6pm to set up the room.

### **Matheu Gladman, Teignbridge District Council**

Is offering to meet with us. This would be useful to help our understanding of their requirements (which now include something about 'compliance' which has not been mentioned before).

It was agreed that Neil would attempt to arrange the meeting sometime next week (before the AGM) and Kay and Martin will accompany him.

### **An E Mail**

Has been received from a gentleman whose family are buried in the cemetery and he will be joining the family plot after his death. He was enquiring about whether the Friends would be able to tend the grave since there are no other living relatives. He said that he intends to change his will and would like to include an endowment for the Friends to take on the maintenance role.

It was decided that Neil would arrange a meeting with him to see if we would be able to accommodate these wishes and to manage his expectations. It was agreed that we are not constituted to be able to offer this service at present but that it is certainly something that is worth investigating.

### **Harold Ricketts**

Has no headstone and his grave is overgrown. Neil would like to research and write about Mr Ricketts who was a police officer who drowned in the Teign saving a child. He would ask Devon and Cornwall Police if they would consider contributing towards a headstone - this could also help to publicise the work we are doing.

### **Insurance**

Kay has looked into the purchase of Fund Raising Activities Insurance. It will cost £40 for 10 public events. It was agreed to wait until confirmation from Lori about farmer's market.

Marti (and Neil) speak to Lori and ask if we would be covered on the Farmer's Market Public Liability (for example). We have been invited to have a stall on 28<sup>th</sup> July 2108. Speak to Kay afterwards

There was some discussion about extra insurance for the tools which are stored in Teignbridge's shed. It was decided that we needed to check out the cost and the excess for this - Kay. (Note it was thought that the excess is likely to be higher than the costs of the tools).

### **Health and Safety**

Martin expressed some concerns about volunteers not staking out work areas in accordance with our Health and Safety requirements. Jean confirmed that all new volunteers are told about H&S on the site when they initially attend and they are regularly reminded. The new committee should expect to discuss this issue in some detail after the AGM

### **Date of Next Meeting**

June 5<sup>th</sup> 2018 at 7.00 pm at Woodlynch