

TAMAR PROTECTION SOCIETY

Minutes of the Meeting held at Elliott's, Saltash

Wednesday 9 August 2017 at 6.30pm

Present: Brigette Dixon (Chair), Maggie Mabbitt, Benita Pedley, Theo Sweet, Gerry Sweet, Linda Lilley, Michael Couch, Michael Nettle, Margaret Lewis, Sandra Pitkeathly, Sue Richardson (Minute Secretary).

1. APOLOGIES

Helen Smith.

2. MINUTES OF MEETING: HELD ON 12 JULY 2017

Agreed, approved and signed.

3. ROUND TABLE AOB

BD listed recent planning applications; all agreed that these would not impact the Tamar Valley.

BD gave an update on the addition of GS as a third signatory to the bank account. After an issue with forms provided by the bank, the completed forms had been returned by recorded delivery on 8 August. Confirmation is awaited.

MM advised that a painting of the Golden Hind had been missing from MNC but had now reappeared; BP confirmed she had hung the painting upstairs. A paper print of the Marriage register of Mary Newman is missing; this was not a concern as the original copy is held.

MC has discussed the current painting demos held by Tina at Elliott's. It was agreed that these could continue next year as they give extra footfall and donate a percentage of profits.

4. ACCREDITATION

GS has had a positive meeting and visit from ACE representative Emma Griffiths. Elliott's requires an Accession Register, which has been ordered. This is a duplicate of information already held on the PC, but as it is paper based any amendments will be immediately visible. The Board was asked by GS to approve an updated Documentation Procedural Manual that included the

procedures for the Accession Register and a Security Copy (scanned pages to be held on a memory stick). The Board approved this.

GS also presented a new updated Documentation Plan, which included an estimated time for the retrospective completion of the Accession Register. The Board also approved this.

BD queried whether a safe would be required to store the Accession Register, GS advised that this would not be necessary as a scanned copy would be held and the Register could be stored in an existing lockable cabinet.

GS advised that the Accreditation application would go to the panel on 21 September, with a response expected around the end of October.

5. ACCOUNTS

The latest summary was agreed.

6. GARDENING

BD advised that Mark Snellgrove had contacted her and was proposing that he commence works in MNC garden on 16 August. Concerns were raised by all present that no estimates had been provided for the works. BD will write to Mark and cc SP, to advise him that written estimates are required for each piece of work before commencement.

SP confirmed that the priority of work was the border framework; she and MN will meet Mark and also request an estimate for the tree work.

SP advised that the log benches at the top of the garden were badly deteriorated; all agreed that these should be removed.

SP asked for assistance with digging out the rosemary bushes; it was suggested that the builders could be utilised for this when on site.

AP: BD, SP & MN

7. STEWARDING

TS advised that Sundays were proving difficult to cover at MNC; BP, SP and MN all offered assistance. MC added that Elliott's were also struggling but generally managing week by week, 16 August was a particular issue, GS and TS volunteered to cover.

AP: TS & MC to co-ordinate steward requirements.

8. CAFÉ

BD requested all the receipts from the jar at MNC to be provided at the next meeting.

AP: All to provide receipts.

BP advised that she had sourced individual cheese portions from Tesco Metro and that cafetieres and ground coffee were also now available at MNC.

BP has spoken to a Saltash based walking group (around 6 people) who may visit MNC on a Thursday for Cream Teas.

9. BOOKINGS/EVENTS/NEWSLETTER

- MNC closes 14 September.
- Paranormal Evening at MNC 28 October.
- Saltash Xmas Lights switch on 2 December.
- Carol Service at MNC 10 December 3-5pm.

MM distributed posters advertising the events.

BD has the forms for free advertising in the Cornish Times supplement and will also arrange inclusion in the Love Saltash November edition.

AP: BD to submit advertising.

NEXT NEWSLETTER AUGUST.

C/FWD FROM 10 MAY:

AP: MM to provide event details.

AP: Art Exhibition to be highlighted.

AP: ML to provide write up for Plant Day.

It was agreed that the Newsletter should include details of the AGM, giving the 21-day notice period. AGM will be 11am 9 September at Elliott's. The Trustees meeting will be at the same time.

AP: BD will pass all details to Chris Turner for publication on the Website and within the Newsletter.

C/FWD FROM 14 JUNE:

BD to write an article about Ruth for inclusion in the Newsletter.

TS to write a notice about AGM and an invitation to members to become stewards.

C/FWD FROM 12 JULY:

GS has emailed Chris Turner with Access arrangements for Elliott's to be added to the website. All agreed that these arrangements should be added to the next leaflet print but as there was a lot of existing stock TS suggested that a paper insert could be added in the interim; this was agreed.

AP: GS & HS will provide inserts for existing leaflets. **All** to remember for future prints.

C/FWD FROM 12 JULY:

MM to check stock of mulled wine. Small mince pies for Xmas are available to order from the Scone lady. **BD** to request Chris Turner to post event details on the website.

10. PROPERTY

MNC:

MN advised that the steps to the front of MNC along with a section of wall were damaged. BD asked that this be incorporated with the building works commencing in September.

AP: MN to refer to builders.

BD confirmed that the building work at MNC should be finished by 25 October. Help will be required to clear and protect the contents prior to the building work commencing.

AP: All to assist where possible.

BD advised that 2 extra sets of keys for MNC have now been located. Steve Fuller (neighbour) has a set and has agreed to provide access for the builders during the works.

AP: MN to co-ordinate access requirements to MNC.

Flat:

BD confirmed that the £650 deposit has been received and deposited in the protection scheme. The next rent payment is due 1 September.

MC advised that the recent Electrical check had been a failure, as the Consumer board needs replacing at a cost of £350. BD advised that this had been authorised without full board approval due to the urgent nature, several members confirmed that they had prior notice and all present agreed the works should be undertaken. This will be arranged by the electricians direct with the tenant and will be certified for 10 years.

BP had recently shown the new tenant around Elliott's to make him aware of the layout, this was acknowledged as a good idea and BD asked all to make themselves known to him in any future contact.

MC asked that all test the intercom when at Elliott's as the previous tenants had advised it was not working.

AP: All to test and update MC.

BD gave an update on the continuing issues with the previous tenants. They do not want to go to arbitration and are in receipt of the necessary forms. The agent will be writing to them regarding the deposit deductions, they have 14 days to respond, if all is completed the monies should be refunded via the Deposit protection scheme at the beginning of September.

BD advised that Cornwall Council have charged the neighbouring landlord £150 for removal of the rubbish left in the passageway. She has also left a note for the neighbouring tenants to clarify the rubbish collection policy and that the passageway is private property.

BD informed the meeting that the £1650 cheque dated May has still not been cashed. This was sent to Cornwall Environmental Trust (CET) as payment for the Government Legislation Land Fill Tax and they then forward to whichever government department deals with it. The associated funding agreement for the grant of £15000 for the renovation works to 2 ceilings, the loft access and the external work to the chimney at MNC which are due to commence in September (which is still awaited) sets out the conditions of the £15000 grant i.e. Timescales. BD will chase this up again and GS has agreed to pursue if necessary whilst BD is on holiday.

AP: BD & GS to follow up.

11. CHAIR

BD advised that she would be returning to hospital for a couple of days on 21 August.

BD has had a request from Hilary Franks for suggestions for Xmas themed window decorations.

AP: All any suggestions to BD please.

BD confirmed that Pete Hoods daughter is making child costumes for MNC.

BD asked everyone to consider the 2018 exhibition; Saltash Heritage is doing an end of WW1 exhibition. It was agreed to do something completely different, BD suggested famous Cornish women and has done some research already. Following discussion it was agreed that an exhibition of Saltash/Cornish people who had achieved something notable prior to 20th Century was a good point to start research.

AP: All to research and follow up in January 2018.

12. DATE OF NEXT MEETING

9 September 10.30 at Elliott's Boardroom, followed by the **AGM** at 11.00.
Agenda's to follow from BD.

Signed..... Dated