

Minutes of BVADC meeting 7 June 2017 at 7:15pm

Attending : Lesley Samms, Allen Russell, Jo Reeves, Peter Greene, Tina Greene, Mary Midgley

Apologies : Carol Harris, Caitlin Wheatley, Debbie Noble, Vincent Matthews

Minutes were approved by Lesley S and seconded Jo R

Update on the project delivery schedule was carried forward to the next meeting.

Lesley reported that at the moment we are all working towards making sure that all the paperwork is in place. Health and Safety, Risk, Ethics and inclusivity policies and consent forms drafted because we are recording oral history. Allen commented that consultation of the Data Protection Act (DPA) regarding data storage will be necessary – **Carol and Allen to look at DPA as Town Council will be responsible.**

Public Liability insurance has been confirmed by Carol

Carol to check about professional indemnity - who is responsible for indemnity during the interim? **Finance group (CH, AR, LS) to discuss**

Prior to interviews being carried out, indemnity must be in place.

Accessibility to be covered by the Town council, Allen queried grievance and disciplinary procedures as we are not employees of the council.

Carol to circulate a copy of the grievance and disciplinary procedure.

Health and Safety -**Carol to provide the Town Council document.**

All committee members to review these policies so they can be signed off at the next meeting.

Lesley is organising DRB checks for those who need them.

Peter asked about photography copyright, it was believed that the professional indemnity will cover us – can be reviewed once policy obtained.

Lesley circulated drafts of the letter and schedule being provided to the schools and groups.

Allen suggested an exemplar was added – **Lesley to amend**

Our budget runs to 20 schools/groups, and as such we will have to limit this accordingly.

Lesley to make appointments with school heads to get them on board

Allen to contact Rotary and Rother Valley Arts Group

Debbie to do all marketing groups

Jo to find out a cricket club contact and get them on board

Peter to cover the photographic group

Guidance letter to parents of school children to include how this will benefit their child
(**Lesley to check with Maria which elements of KS1/2 curriculum this is**)

The activity guide book was discussed. **Lesley to email outline to all of the approach**

We will look at A5 size with some activities being able to be achieved remotely and others within the town.

Quote 1 for printing is £7,000 for 2500, 2 more quotes awaited by Carol (**Carol to chase if necessary**)

The committee was shown samples - It was agreed we preferred a landscape book, spiral bound and hard cover (vs2)

Quote for signage from Aral etc. is to go to the finance committee.

Business cards can be produced once the logo is agreed. The committee was shown various options. Jo proposed number 13 on the list with chevrons and Allen seconded. All agreed.

We now have an email address to which everything from now on should be copied so that if for any reason one of us was unable to carry on there would be a good paper trail to be picked up. All external emails will be directed through this from now on

heritagetrails@battletowncouncil.org.uk

Peter is to speak to Carol about possible ways of easy transfer of emails on

Lesley advised that the new person in charge of the Abbey on behalf of English Heritage has offered support and a meeting is to be arranged.

Lesley is also looking into extension active funding.

We have received a request from David Furness to provide £6,000 towards the rehoming of the mortars donated by Hastings museum. As all our funding was already allocated in our initial bid, we would not be able to provide funds but it was suggested sponsorship might be a possibility. All agreed that if it was added to our current project it would have to fit into the project.

Mary's report

An inspection of the proposed trail was undertaken by Mary and Caitlin to look at any potential areas that may need to be cleared/safety issues.

The verge in Marley lane needed to be cut and had 2 drain covers in need of repair.

The tunnel under the railway by the water treatment plant needs to be cleaned up.

Carol to establish whose responsibility these areas are so that contact can be made to deal with the issues

Mary has been in contact with Rother regarding the disappearance of the signage to Kingsmead and permissions for the river bench and is waiting for a response.

It was agreed we will need information boards at 2/3 places in the town, and Lesley asked if Tina might like to take this project on to include information for the blind and other special needs groups.

Other pointer type signs will be needed for the trail in due course.

Carol sent a message to say Liverpool had responded regarding questions asked and she had forwarded this to Lesley. It had not been received as yet.

Debbie requested photos for facebook/Instagram which Peter said he would look out.

Tina gave a report on the tapestry unveiling which is now sited at St Mary's. I was a successful day.

AOB: Allen asked for a timeline with regard to the project. **Lesley is to email one out.**

Meeting closed 20:30 next meeting 5 July 19:15 (advanced apologies – Peter, Tina & Allen)