

Madeley Living History Project

Minutes of the meeting held on 24th July 2003 at Madeley Library

PRESENT: Janet Doody (Treasurer), Rob Breeze, Marilyn Higson, Janice Jones, Jonathan Lloyd.
Shelagh Lewis (Living History Project Manager), Kath Petty (MPC)

Apologies: Ben Whittle, Gwen Groves, Gillian Weaver

In the absence of the Chair, Rob Breeze was asked to take the chair for the meeting. Rob welcomed everybody, in particular, Shelagh, this being her first management meeting since she commenced in post.

1. Minutes of the Last Meeting

The minutes of the meeting held on 8th May 2003 were agreed as a true record.

1.1 Matters Arising

Because of the resignation of Fay Bailey and the time taken to make the new appointment of the new manager a number of matters arising from the previous meeting are still outstanding.

(1.1(2.3)) Although not a project managed by the Living History Project, Rob Breeze reported that the restoration of the mosaic grave had made little progress since the last meeting. A quote had been received from Eura Conservation and an additional quote for comparison was awaited. A further matter of concern is the vandalism that is a continuous problem at St Michael's Churchyard. The verbal agreement is that the mosaic, once restored, would be re-sited on the original grave. The Local Studies group is worried that the mosaic headstone would be very vulnerable to attack, they have not yet found a practical solution to this problem and until they do, or until the vandalism ceases they are wary of continuing with the project.

(1.1(3)) The archive system has not yet been purchased. In her new post, Shelagh has had other priorities with ongoing projects and has not yet been able to give the archive system her attention.

(5) As with the above, the logo has been briefly discussed by Shelagh and Kath but other ongoing work has taken priority.

2. Committee Vacancies

Vacancies exist on the Management Committee and it was discussed how best to fill them.

2.1 Community Vacancies

There are currently two community members on the Management Committee. The constitution states that there should be not less than four and not more than eight community members and the meeting discussed how best to fill these vacancies.

It was agreed that the vacancies would be advertised in the next 'Friends' newsletter and also in Madeley Matters.

2.2 Nominated Vacancy

The minutes record that Jane Siddons has not attended a meeting since May 2002. Kath has written to her expressing the assumption that she no longer wishes to continue as a representative of the Education Services. No reply has been received so it can be concluded that we have a vacancy. The names of three people who may be interested have been passed to us by Alun Morgan (History Advisor for the County); they can be contacted in the new term. Unfortunately, Education Services have not formally agreed to be a nominating authority. Kath will follow this up.

Note 29.7.03. – since the meeting I have checked through the paperwork and there is a letter from Sue Rowley, Senior School Effectiveness Officer, confirming that the Education and Culture dept will be a nominating authority for the project.

3. Project Managers Report

Shelagh presented her report (attached) which outlines the progress on projects started by Fay (Nine Men, Sutton Hill Book, Friends) and some ideas for new work.

The following points were raised: -

- It was realised that the restoration of the Nine Men will be completed around the anniversary of the accident. It was therefore agreed to hold an appropriate ceremony on either this date or the date of the funeral. Revd Henry Morris will be consulted as to the form that the ceremony should take.
- The design and wording that will appear on the plaque was passed round for member's comments. More detailed information will be contained in the leaflet. Rob Breeze thought that a feature of the grave might be an original tram rail that was used at the pit. He will check the information for inclusion on the leaflet.
- It is hoped that the Sutton Hill Book will be available for the end of November and can be launched at the Christmas Lights celebrations. There is already some interest in producing a sequel and there is also the possibility that The Borough Council may be producing a short film about the early days in Telford, based in Sutton Hill.
- It was suggested that the proposed graveyard survey would be an ideal project to be carried out by the Friends or a local school and could be linked in with ongoing school projects.
- The Coach House development is once again being looked at by the Parish.

4. Bank Account

4.1 Mailing Details

The Chequebook and recent correspondence were passed to the Treasurer for safekeeping. Jan will make the arrangements to change the name and address on the bank details so that all the information is sent to her home address.

4.2 Deposit of £1,000

Madeley Parish Council has passed over £1,000 from the Living History Project budget to the Management Group, which will be deposited in the account and show the Charity Commission that the account is active. There is no immediate use for the money; it is likely that it will be used for public events such as the AGM and project publicity.

5. Charitable Status

5.1 Responsibilities of a Charitable Trustee

All committee members had been issued with copies of the Charity Commission publications CC21, Registering as a Charity and CC3 Responsibilities of a Charity Trustee, except the two new members Janice Jones and Gillian Weaver. Kath will ensure that both these documents are sent on as soon as possible.

Kath further re-affirmed that the current standing of the Management Group is that of an 'Unincorporated Association' and pointed out the implications of such an organisation having Charitable Status. Advice previously received from Chris Knight (Council for Voluntary Services) was that such a status has no corporate responsibility, individuals have a personal responsibility for any liabilities incurred by the project. This can be safeguarded against by either taking out insurance or becoming a Company Limited by Guarantee. At present there are no plans to incur any financial liabilities – the project will not be issuing contracts or taking out leases, so there is no personal risk. This will need re-visiting in the future, particularly if the management group applies for and receives grant funding.

5.2 Completion of Declaration

Some members were unsure as to whether their role as a representative of another organisation allowed them to sign such a document and wished to clarify the point with their employers. Others present completed the documentation. Kath will speak to all members not present and hopefully be able to submit the application to the Charity Commission before the next meeting.

6. Date of Next Meeting

It was confirmed that the next meeting of the Management Committee of Madeley Living History Project will take place on Thursday 11th September, 7.30 at Madeley Library.

There being no further business the Chair declared the meeting closed at 8.45pm.

Signed..... Dated.....