

Minutes of T3 meeting

18th May 2021

- 1. Present:** Colin Nyland (Chairman), Dave Burley, Phil Moss., Paul Drinkwater, Jenny Kingscote, Chris Morgan & Maggie Goodchild
- 2. Apologies:** Roger Peel
- 3. Minutes/Notes of last meetings:** 4 sets of minutes/notes agreed and signed off.
- 4. Matters arising:** The Health & Safety cards have been given to Carole at the Tower for Guides to pick up. Roger will remind all guides.

John Lovell has advised Colin that he has booked the GALA club evenings for 8th September, 20th October & 17th November. No 2022 dates have been arranged.

The Jubilee celebration report should now come under Marketing but Alex Bailey will be producing a souvenir brochure and John Lovell will be producing the History of the GCT.

5. Reports

Chairman (Colin) - Colin advised that Rita has decided to step down from her T3 role. A card was signed by all of us which Colin subsequently sent to Rita.. Future Tower reports will be sent by Carole.

Martyn White contacted Colin regarding ongoing talks both at the GALA club & St John's saying things need to be kept as they have been, as if Robin was still at the helm.

Alex Bailey has resigned as the Chairman of the Folk committee.

Treasurer (Dave) – Little money earned during period from January to May.

Dave had a long meeting with Richard Crowhurst regarding a T3 bank account and the provision of a card payment facility. The idea is that T3 would be responsible for the funding for the tours, both outgoing & incoming payments. Small withdrawals would be on a single signatory, larger withdrawals would require 2 signatories. Proposed signatories are Dave for the small withdrawals with Colin & Richard a back up signatories when required. There is an ongoing review of Trust finance governance and the plan is to use a system called "Square Up". This will enable the use of a card interface at a cost of around £20.00 and Richard will place an order for the guides alongside one for the Folk. A tablet will be needed as an interface platform and Dave will investigate a suitable option. It will link with the Tower's wi-fi system. A user guide will need to be available and Dave said he would take care of that once he had got to grips with the systems/platforms.

Bookings (Roger) – The present rule of 6 people per tour does not encourage firm bookings but hopefully further easing of restrictions will help. A coach company specialising in UK holidiays have booked 3 City tours plus a historic pubs tour. English Holiday Cruises have released their 2021 holiday programme with requests for about 12 Docks tours throughout the year. Roger has no plans to draw up a rota for guides at present. He wil continue to send out his

'Request for a Guide' e-mails, so far the response has been very good.

He has changed the start time for individual tours from 11am to 10.30am so the tours finish by 12noon. There was a brief discussion whether this would cause problems with the Tower now re-opened from 10.30.

Marc Waters at the Folk had contacted Roger for some dates for guided walks from the Folk and to schedule guides to undertake tours of the Folk building. Roger advised Marc to come up with some dates and he would do his best to allocate guides. The committee discussed that it should only be specialised tours from the Folk, City tours should always start at the Tower. Any tour requests should be sent to Roger. It was also discussed that a number of people volunteer at the Folk and it was felt they should undertake the internal tours of the building, Maggie will discuss this at the next Marketing meeting.

Sue Smith had contacted Roger about a three day Archaeological festival in mid-July being run by the City council with a request for guides to man 8 venues over the three days. Roger has advised that it's a 'big ask' for the guides and whilst Roger is to be included in meetings as arrangements formalise it was discussed that more information was needed as we had been involved in similar things in the past with the guides doing little work and perhaps it should go to the whole membership, some of who may enjoy getting involved in a short time venture.

Sally-Anne Campbell had asked if any guides would be interested in becoming a 'gallery guide' for the Soldiers of Gloucestershire Museum. Roger has requested more information from Sally but it was felt that it was up to individual people if they wanted to be involved and they should contact the Museum direct and an informative e-mail should be sent out.

Training (Chris) – Chris had nothing to report due to the current circumstances. There were 6 potential new guides at the end of the last season but only 4 still showing an interest so insufficient numbers for their tests. Chris is unsure whether Anne will still be available for testing so this may need a re-think. Colin had some names from new Trust members who have shown an interest in training. Chris will write to them advising that the new season will start in 2022.

Phil said perhaps the training lectures should be on a Saturday morning at the Edshed and that only new guides and their mentors should attend the sessions, this would not be as daunting as attending the GALA club meetings. Chris said one of the good things about the GALA club was being able to match the new guides with mentors.

Maggie suggested that it might be an idea for new guides to work in the Tower as she found it very beneficial when she was doing her training.

H.O.D (Paul) - Two Zoom meetings had been held so far. He is working on the basis that HOD can go ahead as normal. If this is not possible something like the 2020 HOD would be produced. Venues have been contacted, walks are being put together, music is in hand and the brochure is ongoing.

Debbie Vass is being assisted by Helena Taylor to take over Helena's role.

The national theme is "Edible England".

Paul asked if there could be a list of all videos/talks for co-ordination purposes so that the

knowledge base could be built on.

Marketing (Maggie) - Maggie said that Marketing meetings are held on a monthly basis, the members of the team are Emily, Maggie, Rose & Jim.

They are discussing re-branding the Trust, Maggie has some designs that had been worked on but Phil advised her that they couldn't be used in their present format.

They are also looking at having a mission statement, Chris said the proposed statement was far too long.

A Volunteer Pack has been issued for the Folk volunteers but it was felt far too lengthy, formal and full of corporate speak and should be simplified & written in Plain English. Rose is looking along similar lines for the Tower volunteers and Maggie will chase something similar for the Guides. Phil said an induction course may be an easier way of covering all the information. Jim is working with David Champion on next year's calendar with the theme of Gloucester's industrial heritage.

Tower (Carole) – No Tower meetings have been held since October. However with some restrictions being lifted they hope to be able to open for their usual timings, depending on volunteers being available, some are not happy to return until after all restrictions are lifted. The new audio system has not been completed so will be unavailable for the first few weeks. The monthly talks will be difficult but it is hoped the poetry cafe will go ahead in early July.

6. 50th Anniversary Celebrations

Report received from Sue Smith about things that are in progress .

7. Colin asked that it was minuted that he deposited minutes of the tour guides meetings from 1997 – 2017 with the City archives and a copy of their acknowledgement is held with these minutes.

8. Badges – Due to the rebranding being undertaken by the Marketing team Colin will no longer be involved in the grey badges but will continue to deal with the guides Gloucester badges .

9. Any other Business – Nothing raised

Date of next meeting: Proposed date of 31st August in doubt as some members will not be able to attend so Colin will advise a new date in due course. Meeting will be in the Edshed.

The meeting closed at 11.50

Minutes agreed

Date