

**RAME CONSERVATION TRUST**  
**Maker Heights, Millbrook, Cornwall, PL10 1LA**  
**www.makerheights.org.uk**

---

**Minutes of meeting**

Meeting Purpose	Rame Conservation Trust Annual General Meeting
Meeting Location	Officers Mess
Meeting Date & Time	Sunday 22nd September 2013 @ midday
Attendees	<p><b>Trustees:</b> Andrew Honey <b>AH</b>, Geoff Moore <b>GM</b>, Pete Dunstone <b>PD</b>, Rob Pryke <b>RP</b>, Helen Markwood <b>HM</b>, Colin bull <b>CB</b>, Heath Heath <b>HH</b>, George Cavill <b>GC</b>.</p> <p><b>Resigning Trustees;</b> Pete Dunstone, Heath Hearn, Colin Bull</p> <p><b>New Trustees:</b> Maggie Palmer, Elaine Dye, Phil Shingler, Suzanne Fearnside.</p> <p><b>Members ;</b> Tony Hutchings, Beverly Gibson, Jim Richards, Jill Holland, Sam Lambert, Sara Honey, Aubrey Wilkinson, Paul Diamond, Helen Diamond, Demelza Carne, Joe Widdicombe, Helen Dillon, Desmond Dillon, Dave Paramore, Maggie Palmer, Suzanne Fearnside, Alex Huke, Carrie Barker, Katy Brown, Heath Hearn, Mickey Gibb, Simon De Groot, Richard Gavins, George Cavill, Bryony, Stokes, Sarah Woffenden.</p>
Apologies	Hugo De Rejike, Elaine Bull
Chair	Andrew Honey

Agenda Item	Minute	Action
1. Chairmans Welcome and introductions	<p>a) Andrew Honey <b>AH</b>, Chairman, opened the meeting at 11.05am and thanked all attendees.</p> <p>b) <b>AH</b> provided an explanation on roles of members, Trustees and directors.</p> <p>Outline of prospective new trustees -</p> <p><b>Maggie Palmer</b> (prospective Chair) presented her personal background – arts, social work, history &amp; architecture, passion for Maker – has had the some concerns but feels now is the time to drive changes.</p> <p><b>Suzanne Fearnside</b> (representing Millbrook Parish Council) passionate about education, parish councillor.</p> <p><b>Elaine Dye</b> – strong background in PR/Communications/brand. Setting up a gallery in Millbrook.</p> <p>Husband is a director of Laing O’Rourke.</p> <p><b>Stuart Turner</b> not present, based in Kent.</p> <p>Works for the Houses of Parliament on behalf of veterans and education.</p>	

**RAME CONSERVATION TRUST**  
**Maker Heights, Millbrook, Cornwall, PL10 1LA**  
**www.makerheights.org.uk**

---

	<b>Phil Shingler</b> – background in education and media.	
2. Apologies from Trustees	Hugo De Rejike, Elaine Dye (prospective trustee - PR)	
3. Minutes of previous meeting	Minutes of previous annual general meeting were available and approved.	
4. Accounts for the year ending 31 <sup>th</sup> Mar 2013	Annual Accounts for the year ending 31 <sup>st</sup> March 2013 were presented and adopted.	
5. Chairman's report	<p><u>a) General update provided</u>  The chair reported –</p> <ul style="list-style-type: none"> <li>• It has been a good year for the trust with regards to governance. Last years meeting identified a need to change trustees.</li> <li>• Following the outcome from Trustees strategy sessions a greater effort has been made to engage with local parishes with the aim of building links and having parish council representation on the Board of Trustees.</li> <li>• Repairs to the road start on Tuesday 24<sup>th</sup> September. The chair expressed thanks to Waverley Brightwell for her sponsored bike ride which raised funds contributing to 'the road fund'. Thanks were also made to a local benefactor and other donors - £4541.18 raised in total to date.</li> </ul> <p><u>b) Financial position</u>  The operating business remains healthy as a result of the hard work by our tenants representative who has come up with workable arrangements on tenants arrears.  Assets valued more than liabilities –  3 main creditors (some have been cleared)</p> <ul style="list-style-type: none"> <li>- Estate of original trustee</li> <li>- LloydsBank</li> <li>- AHF</li> </ul> <p>We are required to have a valuation every 5 years. The latest valuation was £400K.  Everyone agreed this write down inappropriate</p>	

**RAME CONSERVATION TRUST**  
**Maker Heights, Millbrook, Cornwall, PL10 1LA**  
**www.makerheights.org.uk**

---

	<p>in current climate. AHF's independent valuation was higher.          Jim Woolley asked for information on the total debt - information provided by AH.  <b>AH</b> advised he had had conversations with the bank in respect of taking on the whole debt but the bank advised the maximum we are likely to be able to borrow is £240K.          Communication with AHF is ongoing.          2/3 of the Trusts income comes from rental + additional income from the festival and other activities.          Expenses – 1/3 interest, 1/3 managing and 1/3 direct costs.          With the exception of 2008 the revenue stream has always generated a surplus but payments have been deferred.          A discussion about alternatives took place.</p> <p><u>c) Changes to the structure and strategy</u>  <b>CB</b> expressed strong criticisms over governance in the last year over delegated responsibility.  <b>MP</b> advised the new Board would work with anyone who has issues or concerns.</p> <p><u>d) New Board / Update on the vision</u>          See introduction for outline of prospective trustees.          Simon De Groot raised concern that no tenants would be stepping down – <b>PD</b> advised most would be stepping down but will still be working on operational elements.          Keith Bousfield thanked all people on the trust.</p> <p><u>e) Potential new trustees / directors</u>  <b>HM</b> advised she has checked with the Charity Commission &amp; our Memorandum &amp; Arts – it is the current trustees' responsibility to appoint new trustees.</p> <p><u>f) Handover session</u>          There will be a period of transition before the retiring trustees stand down.</p>	
		KH to coordinate date.

**RAME CONSERVATION TRUST**  
**Maker Heights, Millbrook, Cornwall, PL10 1LA**  
**www.makerheights.org.uk**

---

6. Retirement and re-election of Trustees including chairperson (elect)	All Trustees stood down. The following trustees were then re-elected – Andrew Honey, Hugo De Rejike, Rob Pryke, Geoff Moore, George Cavill. Helen Markwood to remain as tenants representative. Resigning trustees – Heath Hearn, Pete Dusntone, Colin Bull. Prospective trustees – Suzanne Fearnside (Millbrook Parish Council representative), Maggie Palmer, Elaine Dye, Phil Shingler.	
7. Matters Arising	<b>Maker woodlands</b> – Update from Colin Bull. Maker Woodlands CIC was formed this year to get security for the woodlands and receive grant for the removal of rhododendrons by 2014 – total of £30K. The woodlands group are still looking for volunteers. Plant health notice had been received and was being actioned.	Noted
8. AOB	Simon De Groot advised an application had been submitted to the Plymouth Environmental Action has been success. They will provide a residential course at Maker for £1,500 + 2 to 3 days vegetation management. English Heritage will be returning to site to write a plan of the batteries. Other ideas were presented by Simon and others members.	Noted by the chair

Signed .....

Dated.....