

Observatory Group Meeting

15-02-2019

Present :- Richard Young (RY), Phil Leigh(PL), Joan Brame (JB), Lloyd Hughes (LH), Roy Proctor (RP), Margaret Charlesworth (MC), Linda Harper (notetaker)

1. Welcome

RY welcomed everyone

2. Apologies for Absence

No apologies

3. Minutes of Meeting 18-01-19

Agreed as an accurate account, to be uploaded to website.

4. Matters arising other than those on Agenda

Nothing to report.

5. Licence Agreement with the Borough

RY has the licence to sign but several issues remain which are cause for concern.

- i) There is no reference to the length of the licence and what happens after the schedule of works have been completed.
- ii) Within the first month the group must work with the council to produce Fire Risk assessment and Evacuation procedure.
- iii) The licensee with instal handrails and grabrails in licence area including top and bottom of stairway, this will narrow the access.
- iv) The licensee will instal boarding to prevent falls through void areas.

The question was asked that as it is the councils building and their employees already access the dome to put flags up what procedures are already in place.

Further discussion followed, it was agreed that a risk assessment could be produced but RY feels that expert advice is needed and collaboration with SEBC as we do not want to produce the assessment only to be told that it is inadequate for purpose. MC suggested that the Town Trust had several members with expertise in this area who may help.

- v) The licensee will instal Fire Alarm sounder to be wired in to the existing system and upgrade the lights to emergency lighting for illumination in the event of alarm sounding.

The Fire Alarm sounder is already in place and working well, it is unclear about the lights.

RY feels that the licence cannot be signed until it reflects the work that has already been done.

RY will e-mail Damian Parker to arrange further talks, he will invite RP and Mike Kirkham.

MC asked if the agreement will be between AAA and SEBC or West Suffolk Council. Damian Parker to be asked if it will automatically change over come 2/4/2019

6. Fundraising meeting with Sarah Williams

RY has got contract from fundraiser however there are areas of concern. She takes her money from each amount of funding raised also she charges expenses for post, telephone calls, e-mails etc.

Following discussion it was felt that expenses could be met as RP felt that it would only be small amounts. There was concern that we could be paying money out but no funding was actually coming in.

The contract also mentions the employment of a Fundraising Manager – this needs clarification. Thought that it is simply there because it is a generic contract.

Agreed that there needs to be a simple Heads of Agreement for AAA/TT/SEBC(WSC) A draft 'memorandum of Understanding.'

A meeting between the AAA and TT treasurers still to be organised

7. Proposal from Telescope Restorers

The quote gave no mention of VAT- RY clarified that restorer is not VAT registered.

Agreed that the Troughton quote was good, it includes an adaptor so that new eyepieces which give a wider field of view can be used. He will also supply a lens hood and a brass plug for the light box so cross hairs cannot be seen.

It does not include costs of a Video camera, a Hydrogen2 Alpha solar filter and additional eyepieces. These costs will need to be added to the quote of £6000

Restorer would like to start work asap, however it may be 6 months or more before enough money is available to fund this work, RY to make sure restorer aware of this.

8. AOB

RY would like PL to start looking at producing a Risk Assessment for the Observatory, PL requested a copy of the HOTs document to see the Risks identified. RY to provide.

10. Date and time of next meeting:- Tuesday 19th March 2019 at 7.30pm.