

TROWBRIDGE TALKING NEWS

Minutes of a meeting of the Management Committee held on Friday 28 February 2025 at the Civic Centre, St Stephen's Place, Trowbridge at 10.00am.

PRESENT: Richard Clarke (Chairman), Graham Hudd, Fern McCollum,
Olivia Lambdin, Ted Sweet, Chris Williams

11. Apologies for absence

Apologies for absence were received from Brent Hodges and Zuli Jadavji.

12. Minutes of Previous Meeting

The Minutes of the meeting held on 06 November 2024 were agreed as a correct record and signed by the Chairman.

13. Matters Arising

There were no matters arising not covered elsewhere on the Agenda.

14. Annual General Meeting

- (i) The arrangements for the AGM to be held at The Park Club on Wednesday 24 September (7.00pm) were approved at a cost not to exceed £85.00 to include hiring fee and refreshments (to be finalised).
- (ii) Agreed that a Guest Speaker be found for the AGM with any donation for this to be in addition to the above costs.

15. Financial Report

- (i) The report submitted by the Treasurer for the period 01 April 2024 to 14 January 2025 was approved and adopted (Credit Balance £2275.29).
- (ii) It was noted that transfer of the bank account from Lloyd's plc to Nat West plc was completed on Tuesday 04 February, free banking had been guaranteed for two years.

Full banking facilities including Internet Banking were now available with the addition of two Debit Cards which were single signature only.

It was noted that additional signatories for cheques and Internet Banking will now be established in accordance with previous authority (Min.05(iv)/25).

- (iii) The following payments were approved:-

- Payment to the Web Administrator (£108.00) being reimbursement of the fee for Wix.com hosting the website for the period 09 February 2025 to 08 February 2026
- Payment to Daniel Lake (£30.00) t/a laptop & PC Repairs for health check and update to Laptop
- Payment to the Secretary (£26.00) being reimbursement of cost of USBs purchased from West Wilts Micros

16. Possible Expenditure

Agreed to monitor any further requirements for new or replacement red and blue pouches as there were only a few spares of these.

17. IT Report & Development

- (i) It was reported that due to the expenditure on the Laptop referred to in Minute 15(iii)/25 above it was now Windows 11 compliant which would be needed once Windows 10 was no longer supported, understood to be effective from October 2025.
- (ii) The Web Administrator reported the trial of Audacity podcast software was proceeding positively but it was premature to arrange a demonstration at present. Training materials would be sourced.

This product was free to install, was recommended by TNF and would be a valid alternative to KARDS which may be difficult to configure to Windows 11. Downloading to USBs would not be a problem.

- (iii) Confirmed that the closed part of the website be opened to all and used for general information without personal details (Min.07(iii)/25).

18. Recruitment of Readers & Duplicators

- (i) Readers:-

It was noted that currently there were six regular Readers available for inclusion on the Rota. Although it was now more difficult to find Readers from Members/Staff of the Town Council there were two or three regulars. Requests for additional Readers were regularly circulated.

- (ii) Duplicators:-

It was noted that currently there were six regular Duplicators available for inclusion on the Rota although another Duplicator would be useful.

Due to staff changes at the TIC no current employee was trained as a Duplicator and Olivia Lambdin agreed to induction/mentoring by Graham Hudd. Thanks were recorded to both of them.

19. Operational Matters and Publicity

- (i) It was noted there were currently 24 client households (further enquiry pending).
- (ii) It was noted that Rota 62 and associated Working List for the period ending Friday 16 May would be circulated shortly.
- (iii) It was noted that due to the closure of Warminster TN, on the closure of the Warminster Journal, a donation of ten yellow pouches and four Sovereign Players was made to TTN (thanks had been sent)

Thanks were recorded to Fern McCollum for arranging this.

- (iv) It was reported that the revised publicity arrangements had been actioned:-
 - New poster had been designed and displayed both in the TIC and other relevant locations
 - TTN was now included in the Newsletter
 - TTN now included in Spotted in Trowbridge
 - TTN now linked to Town Council's social media including Facebook page

Thanks were recoded to Izzie Compton and her staff for all their support with raising the profile of TTN.

- (v) It was confirmed that users were told the top right button on the Sovereign Player was a Reset would return the listener to the start of the USB.

20. Date of Next Meetings

The following dates for meetings were agreed:-

- Friday 25 July 2025 (2.00pm): location to be confirmed
- AGM: Wednesday 24 September 2025 at The Park Club (7.00pm)
- Friday 07 November 2025 (2.00pm): location to be confirmed

The meeting closed at 10.35 am