

**Cornwall Heritage Trust**  
**November 2024 Q3B Council of Management Meeting**  
**Operations Report**

| Strategic Area          | Work Strand          | Comments                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
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| <b>Finance</b>          | Finance              | <ul style="list-style-type: none"> <li>• Annual accounts have now been completed and agreed at the AGM</li> <li>• Companies House and Charity Commission returns also completed</li> <li>• The budget for 2025/26 is now a focus</li> <li>• Also a focus is the claims and spending for the various grants that finish in March 2025</li> <li>• Interviews are taking place next week for the Sites Manager role</li> </ul>                                    |
|                         | Governance           | <ul style="list-style-type: none"> <li>• AGM went well, although there were very few attendees</li> <li>• Skills audit and strategic plan papers are included in the documents for this meeting, please take a look ahead of the meeting and bring along any comments or amendments</li> <li>• Advert for new trustee (with financial experience) still being advertised by Shine Charity Recruitment but we may have a lead on a possible recruit!</li> </ul> |
| <b>Heritage For All</b> | Education            | <ul style="list-style-type: none"> <li>• Caroline is now overseeing the schools transport grants and it was agreed at the Education Committee that £5.5K of the CEO discretionary budget would be used to bolster the funds as the budget is nearly spent</li> <li>• Workshops are really popular at the moment</li> </ul>                                                                                                                                     |
|                         | Community Engagement | <ul style="list-style-type: none"> <li>• The Awards Night was a success, thank you to everyone for attending</li> <li>• Next Story Café is at Tresillian on 26th November on Cornish Christmas customs</li> <li>• Calendar of events for next year will be circulated very shortly – it's going to be a busy year!</li> </ul>                                                                                                                                  |
|                         | Heritage Promotion   | <ul style="list-style-type: none"> <li>• 2025 calendar and Christmas cards are now available to buy</li> <li>• We think we finally have a supplier for plaques and the programme can go ahead</li> <li>• Open Studios is next weekend</li> </ul>                                                                                                                                                                                                               |

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| <b>Property</b> | Management of CHT owned Sites | <ul style="list-style-type: none"> <li>Dick will update at the meeting – report included in the papers for this meeting</li> </ul> |
|                 | Management of Partner Sites   | <ul style="list-style-type: none"> <li>No concerns at present</li> </ul>                                                           |

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| <b>Business Development Plan</b> | Income Generation | <ul style="list-style-type: none"> <li>Membership sales are going well with renewals particularly strong. Hopefully we will have the usual flurry of Christmas gift memberships too</li> <li>Helen Mulhern-Plummer is working with us for a short period to help with setting up the corporate sponsorship offering for next year – this is almost ready to launch</li> </ul>                      |
|                                  | Sites Acquisition | <ul style="list-style-type: none"> <li>Still awaiting Director sign-off for the transfer of sites from Cornwall Council but progress is being made</li> <li>The transfer of the tracks etc at Treffry is finally moving forwards. They have now been able to prove ownership and so the transfer can now progress</li> </ul>                                                                       |
|                                  | Volunteering      | <ul style="list-style-type: none"> <li>Richie's group continues to be really successful</li> <li>We have arranged a few sessions for volunteers to come and help package up cards, calendars and gift memberships in preparation for the Christmas rush and this was well supported. They also managed the magazine mail-out</li> <li>Volunteers will support the stall at Open Studios</li> </ul> |

Cathy Woolcock  
November 2024