

**MINUTES OF THE ROTHERFIELD MEMORIAL INSTITUTE TRUSTEE MEETING  
TO BE HELD ON THURSDAY 27<sup>TH</sup> OCTOBER 2022  
IN THE PARISH COUNCIL ROOM AT ROTHERFIELD VILLAGE HALL**

**Present:**

Cllr R Harris (Chair)	Cllr P Beach	Cllr N Wickenden
Cllr B Johnstone (Vice-Chair)	Cllr J Richardson	Cllr P Kember
Cllr G Watson-Smith	Cllr A Martin	Cllr D Hiles
Cllr J Kitchenham	Cllr L Henrick	

**Councillors Absent:**

**Also Present:**

Adam Hardy (Parish Clerk & RFO),

**Apologies for Absence:**

Apologies for absence had been received from Cllr Buck.

It was **RESOLVED** to accept the reason for absence.

**1. Receive update regarding confirmation of transfer of trusteeship to Rotherfield Parish Council as Sole Trustee.**

Clerk reported that the transfer of the Charity Trusteeship is now complete and the only remaining matter is the transfer of the bank account.

The transfer of the property to the Council as Custodian trustee is in progress with our Solicitors. The current trustees will need to be contacted and sign a TR1 form for the land registry. Clerk will continue to update the Councillors on the progress of the transfer.

**2. Receive the final minutes of the previous Trustees' meeting.**

The minutes were circulated ahead of the meeting. The Chair signed these as a witness to the meeting.

**3. Receive an update on the formation of the Management Committee**

Clerk reported that all members of the Management Committee had been informed that their role was now active. Mr Andy Miller had agreed to sit on the Management Committee representing Rotherfield Players.

**4. Receive notification of urgent works & inspections agreed under delegated powers as Health & Safety Matters**

**a. Electrical Inspection**

Clerk reported that the electrical inspection had now been completed and we await the report. Emergency works had been highlighted as a result of this inspection and works had been authorised up to the value of £2,000.00 to make the building safe. This will be paid as a gift from Rotherfield Parish Council to the Institute.

**b. Gas Safety Inspection**

Clerk and Chair of the Council have arranged for this inspection to take place next week.

Cllr Martin asked if an indicative cost for the inspection had been received. The Clerk reported that no cost had been discussed.

**c. Visual Inspection of Roof via Drone Footage**

Clerk has attempted to arrange a visual inspection by drone of the roof. Cllr Johnstone agreed to look at alternative providers as it was urgent that the roof be inspected. **Clerk** to liaise with **Cllr Johnstone** to arrange the inspection.

**5. Discuss and resolve the following works:**

**a. Clearance of ground-level vents and drainage areas.**

It was **RESOLVED** to proceed with this as a matter of urgency. Cllr Beach agreed to organise a working party to carry out this work. He will also investigate skip options. If it was possible to get a skip delivered and taken away in a day, it would avoid the need for a licence. **Cllr Beach** to liaise with **Clerk** to arrange a working party date.

**Cllr Harris** agreed to speak with Rotherfield Stores to arrange complete access to all sides of the building.

**b. Removal of rubbish and debris from within the Memorial Institute.**

It was **AGREED** to defer this until a later date.

**c. Obtain quotations for the replacement and repair of the windows**

It was **RESOLVED** to proceed to arrange quotes for the replacement of windows. Cllr Johnstone agreed to provide the Clerk with contacts who may be able to quote on buildings within Conservation areas. **Cllr Johnstone** to liaise with Clerk to obtain quotations.

**6. Discuss and resolve the opening of a Unity Trust Bank Account for the Rotherfield Memorial Institute and agree the closure of the Santander Bank account.**

It was **RESOLVED** to open a new Unity Trust Bank current account with existing signatories in the name of Rotherfield Memorial Institute. **Clerk** to open new account and contact Peter Thompson for the transfer of funds.

**7. Receive the dates of the next Management Committee & Trustee Committee meeting:**

Management Committee Meeting:

Thursday 17<sup>th</sup> November 2022  
7:30pm in the Library Room at  
Rotherfield Memorial Institute

Trustee Meeting:

TBC

.....(Chair) .....(Date)