

**MINUTES OF THE ROTHERFIELD MEMORIAL MANAGEMENT COMMITTEE MEETING
HELD ON THURSDAY 17TH NOVEMBER 2022 AT 19:30
IN THE LIBRARY ROOM AT ROTHERFIELD MEMORIAL INSTITUTE**

Present:

Cllr P Beach (Co-Chair)
Cllr B Johnstone (Co-Chair)
Mr A Miller

Cllr R Harris
Cllr J Richardson
Cllr A Martin

Cllr D Hiles
Mrs V Cheeseman

Committee Members Absent:

None

Also Present:

Adam Hardy (Parish Clerk acting as Secretary & Treasurer), Ruth Helliwell
& Melanie den Brinker-Darby

1. Apologies for Absence

None

2. Discuss and agree on an additional seat for Rotherfield St Martin on the Management Committee to fill a vacant community seat.

Clerk reported that Rotherfield St Martin had requested an additional seat on the Management Committee to be shared between two Trustees of the RSM Charity but would represent only one vote.

It was **RESOLVED** that Rotherfield St Martin be given an extra seat on the Management Committee to be shared between Ruth Helliwell and Melanie den Brinker-Darby. **Clerk** to update Management Committee document to reflect changes.

Clerk reminded the Committee members that there was still a vacancy on the Management Committee and this could be advertised to other regular users.

3. Agree and adopt Terms of Reference for the Management Committee.

The DRAFT Terms of Reference of the Committee had been circulated to Councillors in advance of the meeting.

It was agreed that it would be helpful if the numbering was put back into the Terms of Reference.1 **Clerk** to add numbering scheme to document and recirculate.

It was **RESOLVED** to adopt the Terms of Reference.

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Clerk suggested that as the new Management Committee continued to develop it would be a good idea to continually review the Terms of Reference by having it as a standing item for 12 months on all agendas. This was agreed upon by all. **Clerk** to add an item to all agendas for the next 12 months.

4. Update on Sole Trustee Transfer & Property Custodian Transfer.

Charity Trusteeship:

Clerk reported that the transfers of the Charity Trusteeship had now been completed and that Rotherfield Parish Council is now the Sole Trustee of the Charity and this has been registered with the Charity Commission.

Property Custodian Trustee:

Clerk reported that this process had been started with the Council's solicitors who will also act for the Institute but through a different solicitor. This will take some time to complete as documents will need to be sent to the existing property trustees which will then need to be returned and sent out for further signature. Updates will be circulated to all Committee members.

5. Review of Land Registry Title for Rotherfield Memorial Institute and surrounding properties.

Clerk reported that the Land Registry title for the Memorial Institute and all surrounding properties had been acquired and can be made available to all Management Committee members.

6. Receive updates and make necessary resolutions on the following general fabric matters:

a. Electrical inspection & associated Works

Electrical safety correspondence had been circulated to Committee members ahead of this meeting.

Clerk reported that an inspection had been carried out which identified some urgent Health & Safety Works that had been agreed to by the Rotherfield Parish Council as Sole Trustee. These works will be paid for by a grant from Rotherfield Parish Council.

The works are currently in progress and the electrical engineer is liaising with the Clerk and RSM for suitable access times.

b. Gas safety inspection

Clerk reported that a contractor has been contacted to undertake an inspection of the gas system and heaters at the Institute. However, a date for this has not yet been fixed.

It was agreed that we would wait until mid-December before looking elsewhere for an alternative engineer for inspection. It was **RESOLVED** that any decision necessary regarding this matter could be done by email to the Management Committee.

c. Visual inspection of the roof via drone footage

Clerk reported that a local resident had been approached to carry out a visual survey of the roof by drone but it has proved difficult to get a date and time for this to take

place. Beverley Johnstone is aware of an alternative contractor who could carry out this work. It was **RESOLVED** that the alternative contractor be engaged to carry out a drone inspection of the roof. **BEVERLEY JOHNSTONE** to arrange an inspection and liaise with the Clerk.

Once the inspection has been completed it is suggested that Chris Buck be asked to review the footage for any obvious areas of concern.

d. Clearance of ground level vents and drainage areas.

Paul Beach reported that it has been proposed that a working party be formed to clear all the vegetation and rubbish around the building to tackle the dampness in the building. This work will be carried out by volunteers from the Management Committee on a provisional date of Sunday 11th December 2022.

Robert Harris & Beverley Johnstone had informed adjoining properties of the possibility of clearance work and no objections had been received.

Paul Beach had arranged permission for a skip to be positioned on Kennedy's Forecourt for dirt and rubbish to be placed in. The cost for this would be £370+VAT.

It was **RESOLVED** to proceed with the clearance works and to order a skip at the cost of £370+VAT. **Paul Beach & Beverley Johnstone** to arrange skip hire and organise the working party.

e. Removal of rubbish within the Memorial Institute

Beverley Johnstone reported that she felt this should be just as high a priority as the agreed clearance works. It was agreed if there was any space left in the skip arranged for the clearance works the rubbish could be added too.

Vicky Cheeseman suggested a company called "Man with a Van" could be asked to come and clear/take away rubbish from within the Institute. It was **RESOLVED** that costs would be obtained for this option and a decision could be made by email following the clearance on the 11th December about whether to proceed. **Vicky Cheeseman** to get costs from "Man with a Van".

f. Upper hall fire escape door repairs.

This will be covered under item 7 of this meeting.

7. Consider quotations for Window Replacements

Documents had been circulated to Management Committee members ahead of the meeting.

Beverley Johnston reported that she had obtained two quotes for the replacement and repair of all the windows within the building. Clerk reported that the Conservation Officer had been contacted for pre-application advice on the quotes received. Adrian Martin expressed concerns regarding the cost and scope of the work and whether a cheaper option should be considered for the time being

and that window replacement should form part of the vision and final plans for the refurbishment of the building. The Committee agreed that perhaps alternatives could be considered to make the windows safe while the vision for the building is being formulated.

Beverley Johnstone, Robert Harris and Paul Beach had understood that a project like the replacement of the windows could be something to approach the Rotherfield Trust for support. Vicky Cheeseman reported that the trust would wish to see the plan and vision for the future of the building before receiving an application for support.

David Hiles suggested Perspex over the existing windows would be a suitable way of making them safe. It was **RESOLVED** that Adrian Martin would measure up the windows and provide an idea of costing for Perspex to be placed in the most damaged windows. Costs would be circulated to the Management Committee by the Clerk and a decision made by email as to whether to proceed with securing the windows with Perspex.

8. Receive Fire Safety Inspection report from SAFE I. S. and consider actions required.

Documents and quotes had been circulated to the Committee ahead of the meeting.

Two quotes had been received for the remedial works identified as required to bring the building into compliance. It was **RESOLVED** to proceed with the quote from TN6 Electrical. **Clerk** to contact TN6 Electrical and arrange for the works to be undertaken.

Clerk also reminded the Committee that the locking mechanism on the upper hall fire exit also required repair. Robert Harris suggested a local carpenter be asked to take a look. It was agreed that Robert Harris would contact the contractor to see if he would be willing to undertake the work. **Robert Harris** to contact the contractor and report back to the Committee via the Clerk.

9. Discuss and resolve cleaning arrangements including reimbursement according to Rotherfield Parish Council Financial Regulations.

Clerk reported that, unfortunately, it was now no longer possible to pay the cleaner by cash as this was against Rotherfield Parish Council Finance Regulations. A timesheet or invoice of some type would also be required in order to make payment.

It was agreed that this was a delicate issue and should be combined with the Committee obtaining knowledge of what the cleaner's duties are.

It was **RESOLVED** that Paul Beach will make contact with the cleaner to get a better understanding of his duties and outline the requirements for future payment.

10. Discuss and resolve options for Rotherfield Parish Council internet access in anticipation of establishing a Council Office.

A quote from TN6 Electrical to install a wireless access point for £200.00 had been received. Clerk explained that this would allow the Council to draw upon their internet connection at the Village Hall. It was **RESOLVED** to proceed with the quote for internet access. **Clerk** to contact TN6 Electrical to proceed with the works.

11. Discuss and resolve access arrangements including key safe codes and keyholders.

Clerk reported that access arrangements and keyholders needed to be reviewed following the charity transfer. Adrian Martin suggested that the locks were changed and that the key safe code be changed as it has not been changed in a very long time.

It was **RESOLVED** that the key safe lock be changed from January 2023. **Vicky Cheeseman** to change the code and **Clerk** to inform all regular hirers.

It was **RESOLVED** that the inner door lock be changed in readiness for the January 2023 key safe code change. **Robert Harris** to contact Ian Stirling and enquire if he is able to change the lock on the inner door and arrange for new keys to be cut.

12. Discuss and agree booking arrangements for use of upper hall and Library room.

Clerk reported that he had recently been made aware that the Memorial Institute does pay to use a booking system called HallMaster. The previous administrator from the old Management Committee is in the process of setting the Clerk up as an administrator. Once the system has been mastered the booking diary will be updated and available for use.

Clerk added that in the meantime please could all those from the Management Committee wishing to access the building (including the RSM Office area) whilst it is booked by another organisation please notify him so the hirer can be notified and check if it is convenient.

It was **RESOLVED** to proceed in this manner and a further update would be given at the next Management Committee meeting.

13. Discuss and agree forthcoming dates of Management Committee meetings.

It was agreed that Management Committee meetings would take place every other month from January 2023 and that the preferred day was a Tuesday evening. **Clerk** to create a meeting schedule of dates and circulate to the Management Committee.

14. AOB

- Clerk reported that it is hoped that in the New Year a Council Office will be opened in the upstairs hall in the space currently occupied by the Ukrainian Hub. Council archives will also start to be moved to the building and stored in the old Green Room.
- Clerk suggested to the Committee that as most funding and planning routes open to the Committee will require a plan for the development of the building, we should have an item on the next agenda to consider the future vision for the Memorial Institute.

Meeting Concluded: **21:39**

Signed:

Date: