

**MINUTES OF THE ROTHERFIELD MEMORIAL INSTITUTE MANAGEMENT
COMMITTEE MEETING HELD ON THURSDAY 20TH APRIL 2023 AT 19:30
IN THE MEMORIAL INSTITUTE AT ROTHERFIELD MEMORIAL INSTITUTE**

Present:

Cllr Beverley Johnstone (Chair)
Cllr Peter Kember (Vice- Chair)
Victoria Cheeseman

Cllr Robert Harris
Cllr Adrian Martin
Sharon Turner

Cllr David Hiles
Cllr Janice Richardson
Andy Miller

Committee Members Absent:

None

Also Present:

Adam Hardy (Parish Clerk acting as Secretary & Treasurer)

1. Apologies for Absence

Apologies had been received from Ruth Helliwell and Melanie den Binker-Darby.

It was **RESOLVED** that these apologies for absence be accepted.

2. Declaration of personal, prejudicial, and disclosable pecuniary interests on items on the agenda.

None

3. To resolve that the Minutes of the meeting of the Rotherfield Memorial Institute Management Committee meeting held on Tuesday 7th March 2023 be taken as read, confirmed as a correct record, and signed by the Chair.

It was **RESOLVED** that these minutes were an accurate record of the meeting and were signed by the Chair.

4. Clerk's Update on previous actions

- Clerk confirmed that he was in the process of contacting all hirers to inform them of the hire charge increase.

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- The glass tube in the upstairs fire exit has been replaced and we now have a stock of spares.
- Clerk reported that a new key safe had been installed.
- Clerk reported that the process of property custodian transfer was now complete, and the Parish Council now owns the hall in trust for the charity.
- Clerk reported that the Annual General Meeting of the Committee had been booked for Wednesday 7th June 2023 and this will be followed by the Annual Parish Assembly of the Parish Council. This will take place in the Upper Hall at the Institute.

5. Chair's update on the current situation.

- Chair reported that Chris Metcalfe had attended and reported back on the gas piping and drainage goods. Repair works are still awaited.
- Chair informed the Committee that our usual Cleaner was now signed off sick for an undefined time. Options for ensuring the hall is still cleaned are being explored and will report back to the Committee.
- Chair reported that she had met with roofing contractors to try and ascertain the scope and cost of the repairs needed. In order to get a full idea of what is required a hole is needed in two locations to look at the condition of the roof void. It was suggested that Adrian Martin could undertake this work.

It was **RESOLVED** to instruct Adrian Martin to create the holes in the roof for inspection of the roofing void and then to make good afterwards. This is subject to the Clerk's satisfaction of necessary insurance cover. **Clerk** to write an instruction to Adrian Martin for this work.

- Chair asked if an asbestos survey of the building was on file. Vicky confirmed that there was one and she would locate it so it could be shared. **Vicky** to send a copy of the asbestos survey to Clerk.

6. Receive finance report for February & March 2023

The Clerk reported that he had not yet received bank statements from Peter Thompson. These are being passed over this week and Committee Members will be updated at the next meeting.

Clerk reported that Adrian Martin had been added as a signatory to the Unity account but had not received his letter of authorisation yet.

Clerk reported that the Unity Trust Bank Account balance on the 31st March 2023 was: £9,140.89.

7. Receive updates on project management on future repair & redevelopment works.

Chair reported that it is hoped that the agreed replacement of some downstairs windows will take place in May.

Clerk reported that the Council would be considering a Public Works Loan Board application at the June 2023 Parish Council Meeting. It is hoped that once we know the amount that the Council are willing to apply for it will be easier to move the project forward.

Vicky reported that the Rotherfield Trust are still hoping to support us and had expected to hear from us with a project update. It was **AGREED** that the Clerk would write to the Rotherfield Trust. **Clerk** to write to Rotherfield Trust.

8. Discuss additional fundraising and financing options.

The committee discussed fundraising and financing and concluded that grants were a possible way forward to fund particular projects within the building. Vicky confirmed that she would be willing to explore grant funding opportunities once we have a firmer idea of what we are able to accomplish in terms of repair and remodelling. Cllr Johnstone would be happy to assist with this. **Vicky & Cllr Johnstone** to meet to explore grant funding options.

Cllr Kember asked if the Committee would be happy for him to produce a paper on how the Institute can benefit the whole parish including those residents in Mark

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Cross and Eridge. This would assist the Management Committee in formulating its plans for the future and link into the grants research that will be conducted by Vicky and Cllr Johnstone. Cllr Kember asked for all members of the Committee to share ideas with him for inclusion.

9. Receive and make decisions on the fire risk assessment.

Documents had been circulated to Committee Members ahead of the meeting.

The Committee **NOTED** the contents of the report.

The Clerk confirmed that the following remedial actions have taken place or are in the process of being arranged:

Item	Priority	Actions Taken:
Either limit the number of persons in the building to a maximum of 60 at any one time, or Repair/replace existing fire doors as stated.	High	A contractor has been engaged to quote for repair/replacement of fire doors as per the assessment. Current usage of the hall does not exceed more than 60 at any time.
Review the conditions of hire/use to include responsibilities for evacuation and calling the fire service, control of electrical equipment (subject to PAT test) and other items that may be used in the building. e.g. candles and other naked flames.	High	The Hire Conditions are in the process of being redrafted and these will be included.
Develop Rotherfield Memorial Hall Fire Safety Strategy for this site, including recording items detail in Article 11 Fire Safety Arrangements.	Medium	The Clerk has liaised with Rotherfield St Martin to produce the Rotherfield Memorial Hall Fire Safety Strategy. Clerk to circulate to all Management Committee members
Consider relocating bins to at least 4m away from the building.	Medium	The Committee note this but unfortunately, there is no other location for the bins.
Ensure that the fire warning system and emergency lights, are subject to regular tests and the results recorded. Emergency lights should be subject to a monthly function	Medium	The Clerk has liaised with Rotherfield St Martin to ensure this is regularly done. It forms part of the Memorial Hall Fire Safety Strategy.

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test and an annual discharge test. Fire warning systems should be tested weekly and subject to six monthly and annual service.		
Liaise with responsible persons of each occupier to share the significant findings of this risk assessment and pick up any issues raised in their risk assessment	Medium	The Clerk will ensure this done as part of the booking process.
Ensure that the fire risk assessment is reviewed on a regular basis.	Medium	The Fire Risk Assessment will be reviewed in house locally and five yearly by a qualified person.
Ensure there are fire action notices by each call point.	Medium	This has been completed.

The Clerk wished to note the thanks of Fiona Wilson of Rotherfield St Martin for her support in drawing up the Rotherfield Memorial Institute Fire Safety Strategy and assistance with dealing with the issues raised by the assessment.

10. Review and adopt a hire agreement for Rotherfield Memorial Institute.

The Clerk reported that he has been unable to progress the new hire agreement. This will be a priority following the May elections.

Vicky asked about Rotherfield St Martin's Licence to Occupy. It was agreed that this needed to be reviewed and that it should probably proceed with a meeting of all parties to review each clause. **Clerk** to investigate and feedback at the next meeting of the Management Committee. In the interim, the Fire Safety changes necessary to the usual hire agreement could be a side letter to the Rotherfield St Martin Licence to Occupy.

11. Receive updates on bookings and usage of the hall.

In addition to the regular use of the Memorial Institute by Rotherfield St Martin bookings from 1st January 2023 to 31st March 2023 total:

Library Room: 30.5 hours
Upper Hall: 46.0 hours

12. To note any Health & Safety issues and record any risks.

- The Clerk had already alerted the Management Committee to the small appliance fire in the kitchen.
- Clerk reported that repairs had been carried out to the Kitchen waste pipe which had been damaged by the bins being pushed against it.
- Clerk reported that the Fire Alarm had been serviced and all remedial actions had been taken care of. The zoning plan is now in place and a testing logbook is in place which is currently held by Rotherfield St Martin.
- Vicky reported that there was mould developing in the toilet's downstairs. It was **AGREED** that this should be attended to urgently. **Cllr Johnstone** to arrange.

13. Any Other Business

- Cllr Harris suggested that we should have the Green Room and Upstairs toilet looked at and cleaned up. The players would be using this area if the outdoor production had to be moved to the Memorial Institute. It was **AGREED** that this area would undergo a deep clean and then be reviewed for further work.
- Andy Miller suggested we needed to be conscious of the amount of work undertaken by Booking Clerks moving forward as this role is undertaken by the Parish Clerk. It should be ensured that his hours reflect this, or should someone be considered to be employed for this role when we are in a more stable position? Clerk reassured the Committee that this work is included in his paid for hours by Rotherfield Parish Council in their position as Sole Custodian Trustee.

Meeting concluded: **20:56**

Signed:

Date: