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**MINUTES OF THE ROTHERFIELD MEMORIAL INSTITUTE
MANAGEMENT COMMITTEE MEETING
HELD ON TUESDAY 24TH JANUARY 2023 AT 19:30
IN THE LIBRARY ROOM AT ROTHERFIELD MEMORIAL INSTITUTE**

Present:

Cllr Beverley Johnstone (Chair)
Cllr Peter Kember (Vice- Chair)
Andy Miller

Cllr Robert Harris
Ruth Helliwell
Victoria Cheeseman

Cllr David Hiles
Cllr Adrian Martin

Committee Members Absent:

None

Also Present:

Adam Hardy (Parish Clerk acting as Secretary & Treasurer)

1. Apologies for Absence

Apologies for absence had been received from Cllr Janice Richardson and Melanie den Binker-Darby.

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

None

3. To resolve that Rotherfield Village Hall appoint one voting seat to the Management Committee, with the seat to be shared between two Rotherfield Village Hall Committee members.

It was **RESOLVED** that the Village Hall be given one of the community seats on the Management Committee.

The Chair hoped that in the future another regular user of the Memorial Institute would be willing to take up a seat on the Management Committee.

4. To resolve that the Minutes of the meeting of the Rotherfield Memorial Institute Management Committee meeting held on Thursday 17th November 2022 be taken as read, confirmed as a correct record, and signed by the Chair.

It was **RESOLVED** that these were a true record of the meeting and signed by the Chair.

5. Clerk's Update on previous actions

- Clerk reported that the Terms of Reference and Scheme are still to be changed following a recent Trustee meeting but will be circulated to members as soon as complete. A review of the Terms of Reference will take place at the next meeting of this Committee as resolved at the November meeting.
- Clerk reported that Land Registry documents for surrounding properties had been obtained and are available to Committee members. Cllr Kember asked for a printed copy of these documents. **Clerk** to print documents and send to Cllr Kember.
- Clerk reported that electrical safety works were now complete. Vicky Cheeseman requested that the contractor be asked to return to make good the cabling in the RSM Office. **Clerk** to contact the contractor and ask him to arrange a visit when RSM are in the office to make necessary changes. Cllr Martin offered to photograph what was required with Vicky so the contractor knew what was required.
- Clerk reported that a gas safety inspection on the heaters had not yet been completed. Cllr Harris confirmed that he had spoken with the contractor and he would carry out the inspection of the heaters in the next seven days.
- Clerk reported that a drone inspection of the roof had not yet been carried out. The Chair of the Committee explained that this is not a priority at present and will be revisited if necessary.
- Clerk informed the Committee that the working party clear up was very successful and the associated costs for a skip had been paid by the Parish Council.
- Clerk asked if the Committee wished to move forward with a Man with A Van to remove any further rubbish from inside the Institute. It was **RESOLVED** to proceed with the removal of rubbish in the building. **Vicky Cheeseman** to arrange in liaison with the Clerk.
- Clerk reported that TN6 Electrical will complete the Fire Safety Works this month.
- Clerk reported that the code for the key safe had not been changed yet and that no further action had been taken on changing the locks. It was **RESOLVED** that the locks would not be changed at this time.

It was **RESOLVED** that the keysafe code would be changed on the 1st February. **Clerk** to inform hirers. **Cllr Martin** to show Clerk how to change the code.

6. Receive an update on Sole Trustee Transfer & Property Custodian Transfer.

Clerk reported that the Parish Council's solicitors had been instructed to prepare the TR1 Land Registry Transfer form and Declaration of Trust. These documents had been prepared and were now with Mr Peter Thompson who is acting on behalf of the previous managing trustees to get signatures for transfer. The Council has agreed to pay the costs relating to the transfer. Clerk will continue to update the Management Committee.

7. Receive an update on the opening of the Unity Trust Bank Account and agree on an additional signatory.

Clerk reported that the new bank account is up and running and was now in use. Currently, there are three authorising signatories: Clerk, Cllr Johnstone & Cllr Harris. The Clerk suggested that one more signature from the management Committee be agreed upon. It was **RESOLVED** that Cllr Adrian Martin be added as an additional signatory.

Clerk confirmed that the direct debits and standing orders have been updated. £11,000.00 has been transferred from the previous Institute account and the remainder will be sent over in 1 month's time. All hires have been informed of the new bank details.

8. Receive finance report for December 2022.

Clerk reported that he had now received the bank statements and financial records from the previous Treasurer. The statement balance at the end of December 2022 was £13,176.24. Working through the records there is an amount of £156.79 in unpresented cheques which is still to be tracked down.

9. Consider and discuss quotations for RSM Office Window replacements.

A quotation had been circulated to Committee members ahead of the meeting along with photos of the damaged windows.

The Chair outlined the situation with the condition of the windows and the safety concerns that they posed. Cllr Kember confirmed that the windows were in a shocking state - the worst that he had seen during his experience working as a chartered Town Planner and having restored a number of old houses one of which was in South West France - and that the four windows off of the office should be replaced.

Cllr Martin suggested that the window repairs needed to be treated with caution so that money was not wasted on works that would have to be redone when the building was remodelled and was concerned the Committee was making a "knee jerk" reaction. Cllr Hiles suggested that money could be saved if all the wood for the windows was machined at the same time and those that were not in need of urgent replacement could be stored until needed.

The Chair reminded members that it was not acceptable to continuously question the credentials and experiences of Committee members.

Ruth Helliwell suggested it would be useful for the contractor to provide a time frame for these works.

It was **RESOLVED** that Cllr Johnstone go back to Sam Reilly for a quotation for the immediate replacement of the four office windows and the cost to mill the wood for all the other windows. **Cllr Johnstone** to obtain quotation. **Clerk** to add an item to the agenda of the February meeting of the Management Committee.

It was **RESOLVED** that the Committee agrees in principle to the replacement of the office windows and that the Parish Council be approached to fund this work. **Clerk** to add an item to the agenda of the 23rd February Parish Council meeting.

10. Receive an update following the visit of Kember Loudon Williams planning agents.

A report, prepared by the Chair, had been circulated to Committee members ahead of the meeting.

Cllr Kember wished it recorded that he had no interests in Kember, Loudon Williams – which bears his name – other than as an occasional employee on aviation-related planning applications.

The Chair ran through the report that was circulated and all were in agreement that the first thing to do was to get survey plans and elevations of the building.

Cllr Martin asked if we were looking for a planning agent or a turnkey who manages the whole project for the Committee. Cllr Martin suggested that Lawson Queay or BLB Architecture would manage the whole project.

After much discussion, it was agreed that we were looking for an organisation that would manage a full project whilst including the Management Committee and community during the design phase.

It was **RESOLVED** to approach three companies to see what the costs would be to manage a project in the above way and to make a presentation to the Committee. **Cllr Johnstone** in conjunction with the **Clerk** to approach:

Kember, Loudon & Williams
Lawson Queay
BLB Architecture

Clerk to add an item to the agenda of the February meeting of the Management Committee for an update.

11. Consider and discuss quotations for formal survey plans and drawings.

A report and list of possible surveyors had been circulated to Committee members ahead of the meeting.

It was **RESOLVED** to accept the quotation from Lawson Queay to produce the survey plans and elevations. **Clerk** to write to Lawson Queay and confirm.

12. Discuss and collate ideas on the future Vision of the building.

Ruth Helliwell suggested that it was fairly late in the evening to start looking at the Vision and wondered if it was something that could be place at the beginning of the agenda at next Committee meeting. Vicky Cheeseman suggested that some online whiteboards could be setup for Committee members to contribute ideas before the next meeting.

It was **AGREED** that the Clerk would set up four whiteboards for ideas to be collated ahead of the meeting. These would cover the following areas:

- Purpose of the building
- Essentials for the building
- Would be nice for the building
- Comments on future usage

Clerk to set up online whiteboards and send links to Committee members.

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

Clerk reported that bookings are up and that he now had full control of the Hall Master booking system.

14. Any Other Business

- Chair raised the need to review the cleaning contractor and hours. It was agreed that the Chair would meet with the current cleaner to get an idea of his workload and hours. It will be necessary to review the hours of cleaning moving forward. **Cllr Johnstone** to arrange a meeting with the contractor.
- Clerk reminded Committee members that it would be necessary to arrange an AGM around May.
- Clerk suggested that the Management Committee should have a letting agreement in place. The Clerk will draft one for consideration at the next meeting. Andy Miller suggested basing this on the AiRS template. **Clerk** to prepare a hire agreement for approval at the next Management Committee meeting. **Clerk** to add an item to the February agenda of the Management Committee.
- Ruth Helliwell wanted the Committee to keep in mind how we are going to include ideas from the community during the design phase of the building remodelling. Chair requested that an item be added to the next agenda of the Management Committee. **Clerk** to add item to the February Management Committee agenda.
- Vicky Cheeseman asked that for the time being no parties were allowed to be booked at the Memorial Institute. It was **AGREED** not to take bookings for parties at the current time.
- Vicky Cheeseman requested that Health & Safety and Risk be a standing item on Management Committee agendas. It was **RESOLVED** to add this as a standing item to all future agendas. **Clerk** to add item moving forward.
- Andy Miller asked if it was possible for a different email address to be used by the Clerk when acting for the Institute. The Clerk will review this and report back to the Committee.

Signed:

Date:

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