

**MINUTES OF THE ROTHERFIELD MEMORIAL INSTITUTE MANAGEMENT  
COMMITTEE MEETING HELD ON TUESDAY 7<sup>TH</sup> MARCH 2023 AT 19:30  
IN THE LIBRARY ROOM AT ROTHERFIELD MEMORIAL INSTITUTE**

**Present:**

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

Victoria Cheeseman

Cllr Robert Harris  
Ruth Helliwell  
Melanie den Binker-  
Darby

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 had been received from Cllr J Richardson, Andy Miller and Sharon Turner.

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

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

Vicky Cheeseman declared an interest in item ten of the agenda as she is a Trustee of the Rotherfield Trust.

**3. To resolve that the Minutes of the meeting of the Rotherfield Memorial Institute Management Committee meeting held on Tuesday 24<sup>th</sup> January 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.

**Clerk:** Adam J Hardy, 3 Trinity Mews, Mill Crescent, Crowborough, East Sussex TN6 2QU

**Tel:** 07969512099. **Email:** [Clerk@rotherfieldparishcouncil.co.uk](mailto:Clerk@rotherfieldparishcouncil.co.uk)

**Parish Council Website:** [www.rotherfieldparishcouncil.co.uk](http://www.rotherfieldparishcouncil.co.uk) **Twitter** @rotherfieldpc and on Facebook

#### 4. Clerk's Update on previous actions

- Clerk reported that Land Registry plans for surrounding properties had been printed and shared with Cllr Kember.
- Clerk contacted the Electrician and he came and made good the rewiring in RSM office. Vicky had confirmed that she was happy with the completed works.
- Clerk reported that the Gas Safety inspection should take place on Wednesday afternoon.
- Clerk reported that the "Man with a Van" had completed the removal of nearly all of the remaining rubbish from the inside of the Institute.
- Clerk confirmed that the Fire Safety works and rezoning had taken place. The payment for this will be met by the Council as agreed and is on the March payment run of the Parish Council.
- Clerk reported that the Key Safe Code had not yet been changed. A new date will need to be set for this.
- Clerk has passed the necessary paperwork to Cllr Martin to add him as a signatory to the Rotherfield Memorial Institute bank account.
- Clerk reported that the Parish Council had agreed to fund the replacement of the four windows in the RSM Office as a Grant. Sam Reilly has been engaged to carry out the work as per the resolution made at the previous meeting.
- Clerk reported that formal survey plans and elevations had been received from Lawson Queay. These have been circulated to Committee members. Cllr Kember has requested two changes to the elevations and these have been passed on.
- Clerk reported that he had been unable to set up the vision whiteboards.
- Clerk reported that the Chair had met with the cleaner of the Institute and he is currently working to an agreed four hours a week rather than six or seven.
- Clerk had investigated an alternative email address for use for Institute matters, however, it is not advised by other Councils who are custodian trustees of Village Halls. It would also add another layer of work for the Clerk.
- Clerk reported that the Chair had confirmed that the wood for the windows would be Sapele African Hardwood.

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## 5. Discuss and collate ideas on the future vision of the building.

The Committee carried out an exercise to gather ideas for the future of the building. The outcome is attached to these minutes.

Cllr Martin wanted it placed on record that he felt the Committee should not get caught up on aesthetics and focus on function for the best cost.

## 6. Receive an update on Property Custodian Transfer.

The Clerk reported that all parties had now signed the property custodian transfer. The solicitors have now lodged this with the Land Registry and we await the final confirmation of the transfer.

## 7. Receive finance report for January 2023

The Clerk presented the accounts as at the 31<sup>st</sup> January 2023

Income	Expenditure	Bank Total
£7,199.83	£10,566.59	£13,478.40

Santander:	£2,197.36
Unity Trust:	£11,281.04
<b>Total:</b>	<b>£13,478.40</b>

The Clerk expressed some concerns regarding the increase in utility costs, especially the electric costs. He will continue to monitor this. Vicky said that the timer in the RSM Office needed looking at as this would help keep the room regulated and mean less use of plugged in heaters/radiators. **Cllr Martin** to investigate.

## 8. Discuss and review the hourly hire charge for the Upper Hall & Library Room

The Clerk reported that the both the hire fee for the Library Room and Upper Hall was not in line with other halls in the area. Even with the hall in its current condition a review of hire charges is required as the cost for electricity, heating and water have gone up.

	Current Rates (per hour)			Updated Rates (per hour)		
	RSM	Residents	Standard	RSM	Residents	Standard
<b>Library Room</b>	£0.00	£5.00	£6.00	<b>£0.00</b>	<b>£8.00</b>	<b>£10.00</b>
<b>Upper Hall</b>	£7.50	£7.50	£9.00	<b>£7.50</b>	<b>£10.00</b>	<b>£12.00</b>

It was **RESOLVED** to accept the new updated hire rates as from the 1<sup>st</sup> April 2023.  
**Clerk** to write to all hirers informing them of the coming change.

It was **RESOLVED** that these would be reviewed again in six months' time.

## **9. Receive updates on project management on future redevelopment works.**

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

The Chair presented the paper to the Committee.

Cllr Kember thanked Cllr Martin for his recommendation of BLB as a potential project manager. He suggested that Kember Loudon Williams be appointed as Planning Agent at the rates set out in their presentation document. Although the company bears his name, he is no longer connected with them financially other than undertaking occasional aviation related planning work.

Cllr Martin wished it recorded that he had concerns about using Kember Loudon Williams as planning agents as they did not appear to listen to committee members during the presentation and discussions. Vicky felt that building archaeology specialist from Kember Loudon Williams was liked by all and that as we were spending public money she felt we would get the best from them.

Cllr Harris felt that Kember Loudon Williams' fees were reasonable. Melanie felt that we did not have an alternative agent and should proceed with them.

Ruth spoke in favour of using BLB as project managers. Vicky asked it to be recorded that there was nothing wrong with Lawson Queay. but they did not present as well as BLB. Cllr Martin felt that BLB gave a better presentation. Cllr Hiles had concerns about the percentage costs presented and suggested we should ask how many work hours would be required for each part. The Chair felt that the cost would reduce once we had agreed on the scope of the work required.

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It was **RESOLVED** on a vote of 8/1 to that the Management Committee of Rotherfield Memorial Institute to approve the appointment of Kember Loudon Williams as Planning Agent. It is **NOTED** that this is a single-bidder contract.

It was **RESOLVED** that the Management Committee of Rotherfield Memorial Institute Committee approve BLB Surveyors as Project Managers, for the project to restore and refurbish the Rotherfield Memorial Institute.

#### **10. Discuss and consider funding sources for the initial planning stage of redevelopment.**

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

The Chair and Vice-Chair of the Committee had met with the Chair of the Rotherfield Trust and would like to approach them for a grant to fund the initial planning stage and then later a named part of the project.

The Clerk reported that he felt the application had a better chance of success if there was an indication of where the funds for the overall project were expected to come from. In this case a Public Works Loan Board Loan. The suggestion is that the Council would apply for the loan to be serviced out of a precept increase for the parish. However, the Council had not formally resolved to do this yet. He felt it would aid an application to the Rotherfield Trust if a formal resolution had been made by the Council to proceed in this way. It was **AGREED** that the Council should discuss this at the next Full Council meeting. **Clerk** to add item to the 30<sup>th</sup> March Parish Council meeting agenda.

It was **RESOLVED** that subject to the Parish Council agreeing to take a Public Works Loan Board Loan, that the Management Committee of Rotherfield Memorial Institute instructs the Clerk to make a formal approach to the Rotherfield Trust for a grant of £50,000 to meet the cost of the initial professional fees for planning agents and architects, and towards further costs of the project to restore the Rotherfield Memorial Institute.

#### **11. Consider and discuss options for community involvement once initial plans are received.**

It was **AGREED** that this item would be discussed at a future Management Committee Meeting.

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## **12. Receive and resolve a suggestion for the holding of the AGM.**

Clerk reported that the Parish Council had agreed to hold its Annual Parish Meeting on Wednesday 7<sup>th</sup> June 2023 and it had been suggested that the Rotherfield Memorial Institute AGM be held immediately after this.

It was **RESOLVED** that the Rotherfield Memorial Institute AGM would be held on the 7<sup>th</sup> June at 6:00pm followed by the Annual Parish Meeting at 7:00pm. The meetings would be held in the Memorial Institute.

## **13. Review and adopt a hire agreement for Rotherfield Memorial Institute.**

The Clerk reported that regrettably, work on the Hire Agreement had not been completed in time for this meeting and recommends that this item is held over to the next committee meeting.

## **14. 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 1<sup>st</sup> January 2023 to 28<sup>th</sup> February 2023 total:

Library Room:	17.5 hours
Upper Hall:	37.5 hours

## **15. To note any Health & Safety issues and record any risks.**

Cllr Martin reported that the break glass tube for the upstairs fire exit had not yet been replaced. **Clerk** to arrange the purchase of replacement tubes and a hammer.

Vicky reported that the Key Safe had now seen better days and a new safe would be required. **Clerk** to arrange the purchase of new key safe.

## **16. Any Other Business**

- Clerk reported that he had investigated a designated email address for the Rotherfield Memorial Institute but where other Councils are Sole Custodian Trustees, they tend to use the Clerk's email address. The Clerk reported that it would be easier for him if he only had to monitor one email address.

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It was AGREED the Clerk continues to use the [clerk@rotherfieldparishcouncil.co.uk](mailto:clerk@rotherfieldparishcouncil.co.uk) email address for Institute communications.

- Clerk reported that for ease of comparison that Management Committee agendas and minutes would be produced in blue font. Trustee meetings would be produced in black font.
- Clerk will continue to investigate and implement the embedding of the Hallmaster booking system into the designated Rotherfield Memorial Institute page on the Rotherfield Parish Council website.

Meeting concluded: **9:20pm**

**Signed:**

**Date:**