

**MINUTES OF THE ROTHERFIELD MEMORIAL INSTITUTE MANAGEMENT
COMMITTEE MEETING HELD ON THURSDAY 25TH MAY 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
Ruth Helliwell

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 Melanie den Binker-Darby and Sharon Turner.

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

The Chair reported that following the Annual Parish Council meeting there was now one Councillor seat vacant on the Management Committee.

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 20th April 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 reported that a letter had been sent to Rotherfield Trust explaining our current situation.
- Clerk reported that following the last meeting's resolution regarding the ceiling of the Upper Hall, the Parish Council as Sole Trustee felt that the ceiling in two areas was a health & safety risk and made arrangements for an insured contractor to undertake the work to safeguard users of the Hall.
- Clerk asked Vicky Cheeseman if it was possible to share the asbestos report that was undertaken in 2020. **Vicky** to send asbestos report to the Clerk.
- Clerk reported that as Cllr Martin had chosen not to stand for this committee, it would be necessary to find another bank signatory. It was **RESOLVED** to add Cllr David Hiles as a signatory to the bank account and remove Cllr Adrian Martin.

5. Chair's update on the current situation.

- Chair reported that a letter had been sent to the Rotherfield Trust updating them on the current position of the Management Committee. Vicky confirmed that this letter had been received and circulated to Trustees.
- Chair confirmed that she had sent a letter to BLB standing them down for the time being until the Committee had agreed a way forward.
- Chair reported that some minor plumbing repairs had been undertaken since the Committee last met. One of the issues had been reportedly caused by sanitary products stuck in the system. It has been agreed that a pedal bin would be purchased for these products and notices regarding disposal of sanitary products would be displayed. **Cllr Johnstone** to arrange the purchase of a small bin for sanitary products.
- Chair reported that we now have a new cleaner in place working a minimum of 3 hours a week. All the cleaning products onsite have been sorted and new supplies purchased when required. Vicky raised concerns that perhaps 3 hours a week was not enough time to get the building cleaned sufficiently. Andy suggested that perhaps a deep clean was required and then an increase in hours to cover the cleaning schedule. It was **RESOLVED** that the cleaner would be asked to undertake a deep clean of each area over the coming weeks followed by an increase in hours to 4 hours a week.

6. Receive finance report for April 2023

The Clerk presented the financial accounts for the year ending 31st March 2022:

Room Hire	£	8,276.49
Scottish Pwr Refund		
Grants		
Fund raising		
Total Income	£	8,276.49
Dec & Repair	£	3,513.62
Fire Protection	£	276.00
Electricity	£	1,833.64
Gas	£	1,833.63
Water	£	335.78
Rates	£	227.84
Insurance	£	1,381.86
Cleaning	£	3,525.90
Hallmaster	£	238.80
Misc	£	776.33
Total Expenditure	£	13,943.40
Surplus/Deficit	-£	5,666.91
Opening Bank	£	16,845.16
Surplus/Deficit	-£	5,666.91
Closing Bank	£	11,178.25

It was **RESOLVED** to accept the end-of-year accounts and submit them to the Sole Trustee for final approval. **Clerk** to arrange a meeting of Rotherfield Parish Council as the Sole Trustee.

The Clerk reported the Rotherfield Memorial Institute financial position as at 30th April 2023:

Statement Balance on 30th April 2023	£11,615.50
<i>2023/2024 Income on 30th April 2023</i>	<i>£853.33</i>
<i>2023/2024 Expenditure on 30th April 2023</i>	<i>£416.08</i>

The Chair felt that we should still pursue grant opportunities. **Cllr Johnstone and Vicky** to explore protentional grant funding.

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

Cllr Johnstone had circulated a report to Committee members ahead of the meeting.

After discussion, it was agreed that future works on the Memorial Institute building should be done in two phases. The first to make the building safe, warm, and useable. The second will make changes and adaptations to the building for modern community use. The first phase would be funded through a request to the Parish Council for a Public Works Loan. This would require a report to be submitted to the Council: a one or two page summary of the project and borrowing approval application showing the need, the costing and the benefit of the project.

It was **RESOLVED** that Cllr Johnstone and Cllr Kember would draw up a report for the stage one works that would be bought back to the next Management Committee for approval.

It was also agreed that funding was needed to draw up architect plans to support any requests for a Public Works Loan Board to the Parish Council. It was agreed that the only access to this would be through the Parish Council.

It was **RESOLVED** to ask the Parish Council for a grant of £10,000.00 to engage an architect or architect technician to develop the plans required to support a Public Works Loan Board application. **Clerk** to add an item to the 29th June Parish Council meeting agenda.

8. Update on actions identified in the Fire Risk Assessment.

Clerk reported that all actions raised on the Fire Risk Assessment were now in hand and should be completed by the end of this month.

9. 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 30th April 2023 total:

Library Room:	43.5 hours
Upper Hall:	52.5 hours

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

- Vicky reported that RSM were regularly testing the Fire Alarm System on behalf of the Committee. The Chair thanked RSM.
- All emergency lights had been reported as working.

11. Any Other Business

- Clerk asked that a meeting be arranged with Rotherfield St Martin to discuss and review their Hire Conditions agreement. It was agreed that a meeting would be a good idea. **Clerk** to circulate possible dates for consideration.
- Clerk reported that he had prepared a draft Hire Agreement that would be circulated to the Management Committee for comments. The following areas would require thought and input from Committee members:
 - Number of seated individuals
 - Number of dancing and moving individuals
 - Reference to a health & safety policy and the hall does not have one.
 - Need for an accident book/record sheets on public display and an accessible first aid kit.

Clerk to circulate the DRAFT Hire Agreement to the Committee members.

- Clerk reported that he had received a request from the Rotherfield Players to start construction of a set in the upper hall from the 22nd July. It was **RESOLVED** that this course of action was acceptable. Andy agreed to liaise with RSM regarding access to minimise disruption.
- Andy asked if it would be possible to borrow the chairs from the upper hall for the Rotherfield Players' outdoor production. At the same time, subject to approval, some chairs from Rotherfield Village Hall would be bought down for use if the production were to be moved inside. It was **RESOLVED** that this was acceptable.

Rotherfield Memorial Institute
North Street, Rotherfield, Crowborough TN6 3LX
Rotherfield Parish Council as Sole Trustee

ROTHERFIELD
MEMORIAL
INSTITUTE

Meeting concluded: **21:13**

Signed:

Date:

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