

**MINUTES OF THE ROTHERFIELD MEMORIAL INSTITUTE TRUSTEE MEETING
HELD ON TUESDAY 10TH JANUARY 2023
IN THE PARISH COUNCIL ROOM AT ROTHERFIELD VILLAGE HALL**

Present:

Cllr R Harris (Chair)
Cllr B Johnstone (Vice-Chair)
Cllr J Fryatt
Cllr J Kitchenham

Cllr P Taylor
Cllr L Buck
Cllr A Martin
Cllr P Snelling

Cllr N Wickenden
Cllr P Kember
Cllr D Hiles

Councillors Absent:

None

Also Present:

Adam Hardy (Parish Clerk & RFO)

1. Apologies for Absence:

Apologies for absence had been received from Cllr J Richardson & Cllr G Watson-Smith

It was **RESOLVED** to accept the reason for absence.

2. Declaration of personal, prejudicial, and disclosable pecuniary interests on items on the agenda, and updates to members' register of interests.

None

3. To resolve that the Minutes of the meeting of the Trustee meeting held on Thursday 27th October 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.

4. Receive update regarding confirmation of transfer of trusteeship to Rotherfield Parish Council as Sole Trustee.

Clerk reported that the transfer of the Charity was now complete. The transfer of the property trustee is now with the solicitors for which fees in the region of £1500 +vat + Land Registry fees (approx.£70), have been agreed.

It is hoped that the property trustee transfer will be complete by the end of February 2023.

Treasurer & Secretary: Adam J Hardy, 3 Trinity Mews, Mill Crescent, Crowborough, East Sussex TN6 2QU

Tel: 07969512099. Email: Clerk@rotherfieldparishcouncil.co.uk

Parish Council Website: www.rotherfieldparishcouncil.co.uk **Twitter** @rotherfieldpc and on Facebook

5. Discuss and resolve changes to the Management Committee of Rotherfield Memorial Institute.

The Clerk reported that following the resignation of the previous Co-Chair of the management committee it had been necessary to review the structure and Terms of Reference of the Management Committee

Three key changes were proposed:

- 1) The Management Committee adopt the standard Chair and Vice-Chair officer structure replacing the Co-Chair system.

It was **RESOLVED** that the Chair and Vice-Chair model be adopted for the Sub-Committee acting as Rotherfield Memorial Institute Management Committee.

- 2) That delegated spending powers similar to other Committees and Sub-Committees of the Council be adopted.

It was **RESOLVED** that a delegated spending provision be added to the Terms of Reference allowing the Chair or Vice-Chair in conjunction with one other Management Committee member and Parish Clerk to spend up to £1,000.00 as per the provision of delegated powers in the Financial Regulations of Rotherfield Parish Council Paragraph 4 subsection 1i.

- 3) That the Management Committee now meet monthly

It was **RESOLVED** that the Management Committee would now meet monthly. **Clerk** to circulate meeting schedule to Management Committee members.

6. Discuss and resolve amendments to the Rotherfield Memorial Institute Scheme.

It was **RESOLVED** to amend the Rotherfield Memorial Institute Scheme to reflect the changes made under item 5. **Clerk** to update the Scheme.

7. Receive an update on the new Rotherfield Memorial Institute Unity Trust Bank account.

Clerk reported that the Unity Bank account had now been set up with the following authorised signatories:

Adam J Hardy (Parish Clerk)
Robert Harris (Chair – Rotherfield Parish Council)
Beverley Johnstone (Vice-Chair – Rotherfield Parish Council)

It is proposed that an additional signatory be added from the Management Committee.

Arrangements have been made to transfer £11,000.00 from the Old Trustee account to the new account. Direct Debit mandates and hirers will be notified of changes asap. Any remaining funds in the Old Trustee account will be transferred over at the beginning of March 2023.

8. Receive the dates of the next Management Committee & Trustee Committee meeting:

Management Committee Meeting: Tuesday 24th January 2023

Trustee Meeting: TBC when required.

9. AOB:

- Cllr Wickenden requested a printout of the property title for Rotherfield Memorial Institute. **Clerk** to print and pass to Cllr Wickenden.
- Cllr Kember asked if any floor plans existed for the property. Clerk confirmed that there was a ground and first-floor plan on record. **Clerk** to send to all Councillors.

.....(Chair)(Date)