

**MINUTES OF THE ROTHERFIELD MEMORIAL INSTITUTE TRUSTEE MEETING  
HELD ON THURSDAY 29<sup>TH</sup> JUNE 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 J Richardson

Cllr P Snelling  
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 A Martin

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 10<sup>th</sup> January 2023 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 from the Chair of the Management Committee.**

It was **AGREED** that a written report would be circulated to Councillors at a later date.

**5. Receive the end of year accounts for Rotherfield Memorial Institute.**

*Documents and reports relating to this item had been circulated to Councillors ahead of the meeting.*

It was **RESOLVED** to accept the accounts for the 2022/2023 financial year.

**Clerk** to upload accounts to the Charity Commission.

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

Management Committee Meeting: TBC

Trustee Meeting: TBC when required.

.....(Chair).....(Date)