

**MINUTES OF THE ROTHERFIELD MEMORIAL INSTITUTE MANAGEMENT  
COMMITTEE MEETING HELD ON TUESDAY 18<sup>TH</sup> JULY 2023 AT 18:30  
IN THE LIBRARY ROOM AT ROTHERFIELD MEMORIAL INSTITUTE**

**Present:**

CLlr Beverley Johnstone (Chair)  
CLlr Peter Kember (Vice- Chair)  
Victoria Cheeseman

CLlr Robert Harris  
Melanie den Binker-

Sharon Turner  
CLlr Janice Richardson

**Committee Members Absent:**

None

**Also Present:**

Adam Hardy (Parish Clerk acting as Secretary & Treasurer)

**1. Apologies for Absence**

Apologies had been received from: Andy Miller, CLlr David Hiles, and Ruth Helliwell.

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

**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 25<sup>th</sup> May 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 he had received the asbestos report and circulated it to Committee members.
- ☐ Clerk confirmed he has started the process of adding CLlr Hiles as a signatory to the Rotherfield Memorial Institute bank account.

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

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- Clerk confirmed that a meeting of the Sole Trustee of Rotherfield Memorial Institute had been set for the 29<sup>th</sup> June 2023
- Clerk confirmed that an item asking the Council for a grant of £10,000.00 for architect fees had been added to the 29<sup>th</sup> June Parish Council Meeting agenda.
- Clerk reported he had not yet organised a date for a meeting with Rotherfield St Martin to review their long term hire agreement. This will be arranged when Vicky returns from holiday.
- Clerk reported that he had received minimal feedback on the hire agreement, any extra feedback would be welcomed. **Clerk** to add item to the agenda of the next meeting of the Management Committee meeting,

## 5. Chair's update on the current situation.

- Cllr Johnstone and Cllr Kember of the Committee addressed the Committee regarding the timing of the project. It is proposed to slow down the project and wait to see if any alternative funds were to be made available. The aim would be to make the hall safe and dry for this winter whilst further plans and ideas are produced in consultation with our architect.
- Cllr Johnstone felt that in health and safety terms most of the required work had now been attended to.
- The Institute's finances are stable and can weather a delay in the start of development.
- Cllr Johnstone reassured the Management committee that the Parish Council remains committed to the Memorial Institute.

It was **RESOLVED** to delay phase 2 of the redevelopment project until a later date.

- Cllr Johnstone reported that a quote had been obtained from Neil Hackworth for the development of a Parish Office at the end of the upper hall in Rotherfield Memorial Institute. It is hoped that subject to Council approval this would be open by the the 1<sup>st</sup> September.

## 6. Receive finance report for June 2023

The Clerk reported the Rotherfield Memorial Institute financial position as at 30<sup>th</sup> June 2023:

<b>Statement Balance on 30<sup>th</sup> June 2023</b>	<b>£9,643.43</b>
<i>2023/2024 Income on 30<sup>th</sup> June 2023</i>	<i>£2,070.99</i>
<i>2023/2024 Expenditure on 30<sup>th</sup> June 2023</i>	<i>£3,605.81</i>
<i>Profit/Deficit</i>	<i><b>-£1534.82</b></i>

The Committee **NOTED** the financial reports.

**7. Agree the appointment of an Architect for repair/refurbishment of the Institute.**

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

Cllr Johnstone reported three sets of instructions, designs and quotes had been received and gave a brief verbal summary of her report.

It was **RESOLVED** to appoint Robert Shreeve Associates Ltd as architects for the repair/refurbishment of Rotherfield Memorial Institute. **Cllr Johnstone** in conjunction with the **Clerk** will confirm the appointment.

Cllr Johnstone confirmed that K LW will still act as planning agents.

**8. 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 30<sup>th</sup> June 2023 total:

Library Room: 68.0 hours  
Upper Hall: 75.5 hours

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

- ☐ Vicky raised the issue of the leak above the staircase leading to damp in the therapy room. It was **RESOLVED** that Neil Hackworth be asked to attend to the roof repair and make good the decoration in the therapy room. **Cllr Johnstone** in conjunction with the **Clerk** to arrange repairs.
- ☐ Cllr Johnstone reported that our regular cleaner was shortly to go on leave and that she will arrange for a stand in.

## 10. Any Other Business

- ☐ The Committee wishes to record its sadness following the loss of the former Institute cleaner Phil Taylor. The Committee sends its condolences to Michelle Taylor. Representatives from the Committee and Council will attend his Memorial Service on the 11<sup>th</sup> August 2023.
- ☐ Cllr Johnstone confirmed that she would write to the Rotherfield Trust to update them on the current situation with the Institute.
- ☐ Cllr Kember was concerned that the area down the side of the Institute was becoming blocked up again. It was agreed that Cllr Johnstone would contact the Rotherfield Stores and ask to take a look.
- ☐ Cllr Harris asked if we could have an item regarding the heating on the next agenda of the Management Committee meeting. **Clerk** to add item to the agenda.

Meeting concluded: **19:56**

**Signed:**

**Date:**