

**MINUTES OF THE ROTHERFIELD MEMORIAL INSTITUTE MANAGEMENT  
COMMITTEE MEETING HELD ON THURSDAY 19<sup>TH</sup> OCTOBER 2023 AT 16:30  
IN THE UPPER HALL AT ROTHERFIELD MEMORIAL INSTITUTE**

**Present:**

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

Ruth Helliwell  
Andy Miller

Sharon Turner  
Cllr Janice Richardson

**Committee Members Absent:**

**Also Present:**

Adam Hardy (Parish Clerk acting as Secretary & Treasurer)

**1. Apologies for Absence**

Apologies had been received from: Victoria Cheeseman, Robert Harris, Melanie den Brinker-Darby and Cllr David Hiles.

**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 21<sup>st</sup> September 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 it had been agreed that two Christmas trees would be placed on the front of the Institute. The Council have also agreed that the power would be run from this building this year. An electrician will be fitting an external power socket and timer switch.
- Clerk reported that he had not yet had a quote for decorating in the library room as damp concerns have been raised.

**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**

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

The Chair shared this report following a meeting of the Project Team:

*We had a really positive and constructive meeting which suggests they will work together well and that we as the client will be very much involved in all decision-making. We discussed all our desiderata and the challenging financial situation in which we find ourselves: we are still waiting to hear how much we may receive from the promised bequest.*

*RSA, the architects, have taken away the ideas from our Vision document and from this further discussion, and we have asked them to produce concept designs for two different financial scenarios. The expectation is that we shall have drawings - not at this stage of course detailed plans - in five or six weeks, so that we can start local consultations early in 2024. We would be happy to share these with you as soon as practicable.*

*You will also be very welcome to come and visit the Institute to see what we have done so far in constructing the Parish Office and refurbishing the Green Room to become a useable space. New windows will be going in to the RSM office and the therapy room over the next few days. It is really encouraging to see things starting to happen on our journey to make the Institute a truly relevant local community hub.*

The Chair proposed that a back up Committee member for the Rotherfield Players be appointed. It was agreed to appoint Robert Chesterton to the position.

The Chair confirmed that an electrician had been engaged to repair the broken plug socket in the Green Room.

The Chair confirmed that the new windows had been installed in the RSM Office and Therapy Room. The Committee agreed that the installation was satisfactory and requested the Parish Council pay the invoice.

The Chair reported that the redecoration of the Green Room was nearly complete, the next step will be to varnish the floor.

## 6. Receive finance report for August 2023

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

<b>Statement Balance on 30<sup>th</sup> September 2023</b>	<b>£10,157.37</b>
<i>2023/2024 Income on 30<sup>th</sup> September 2023</i>	<i>£4,333.98</i>
<i>2023/2024 Expenditure on 30<sup>th</sup> September 2023</i>	<i>£5,354.86</i>
<i>Profit/Deficit</i>	<i>-£1,020.88</i>

The Clerk confirmed that a number of outstanding booking invoices have now been paid in full.

The Committee **NOTED** the financial reports.

## 7. 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> September 2023 total:

Library Room: 106 hours  
Upper Hall: 145 hours

## 8. Discuss and agree actions relating to dampness and damage to chimney breasts in the Library Room and Green Room.

The Chair reported that rising damp had been discovered in the chimney breasts of the Library Room and Green Room. Cllr Peter Kember proposed organising a working party to investigate the north wall and will feed back on possible causes of the damp.

It was agreed that a heater and a dehumidifier would help with the damp in the Green Room. A heater will be purchased first to see if a dehumidifier is required. **Clerk** to arrange purchase of heater.

## 9. Discuss and agree future arrangements for bin collections.

The Clerk reported that for some time now Rotherfield Memorial Institute has had no commercial bin collection and the bins had been emptied by chance when Wealden do the residential collection.

The Committee **RESOLVED** that the Institute should engage a waste contractor to deal with the general waste and recycling as we should not be using the residential collection. **Clerk** to investigate and circulate quote/s for waste collection for decision by email.

## 10. To note any Health and safety issues and record any risks.

No health and safety issues had been reported.

## 11. Any Other Business

- Clerk suggested that a letter be sent to all hirers as the Institute had not been left in a suitable condition lately.
- Andy Miller reminded the Committee that even though the plans for the future of the building were at an early stage the Players were happy to be consulted as soon as you are ready.
- Clerk raised correspondence asking for meetings to return to evenings again. It was **AGREED** to do alternate meeting start times each month to see if this worked.
- Cllr Janice Richardson confirmed that a piece regarding the Institute would also feature in the December Parish Newsletter which will go to every household.
- Clerk reported that the new Memorial Institute Facebook Page has been launched and will be providing updates on the redevelopment project and other events.
- Cllr Harris asked for a vote of thanks to be recorded for Beverley, Janice and Ruth for their work redecorating the Green Room.
- It was **RESOLVED** that the December Management Committee meeting on Tuesday 19<sup>th</sup> December also be a Christmas Social where volunteers will also be invited.

Meeting concluded: 17:33

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

ROTHERFIELD  
MEMORIAL  
INSTITUTE

**Signed:**

**Date:**

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