

**MINUTES OF THE ROTHERFIELD MEMORIAL INSTITUTE MANAGEMENT
COMMITTEE MEETING HELD ON THURSDAY 21ST SEPTEMBER 2023 AT 19:30
IN THE LIBRARY ROOM AT ROTHERFIELD MEMORIAL INSTITUTE**

Present:

Cllr Beverley Johnstone (Chair)
Cllr Peter Kember (Vice- Chair)
Victoria Cheeseman
Ruth Helliwell

Cllr Robert Harris
Jeff Thomas
Andy Miller

Sharon Turner
Cllr Janice Richardson
Cllr David Hiles

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.

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 22nd August 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 confirmed that he had engaged SE Surveying and an item appears on this agenda to consider the results.
- ☐ Clerk approached Lawson Queay with regard to a payment offer but this was declined. The full invoice has now been settled.
- ☐ Clerk confirmed that he had arranged for the purchase of an accident book. The first aid kit is now available for all users in the reception area of the hall.

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

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- ☐ Clerk confirmed that he had purchased a visitor sign in book. A decision on usage needs to be made.
- ☐ Clerk confirmed that the Institute would be open for visitors on the evening of the Christmas light switch on.
- ☐ Clerk has not yet had an opportunity to investigate updating the address.

5. Chair's update on the current situation.

A report had been circulated to Committee Members ahead of the meeting.

Committee members noted the report and thanked the Chair for the update.

It was **RESOLVED** to monitor the situation with regard to fluff falling from the ceiling vents. If further instances occur a contractor will be engaged to install netting over the vents.

The Chair informed members that a meeting with the project development team had been set up for the morning of Tuesday 10th October. **Clerk** will send an update to committee members.

6. Receive finance report for August 2023

The Clerk reported the 2023 Rotherfield Memorial Institute financial position as at 3rd September 2023:

Statement Balance on 3 rd September 2023	£10,499.35
2023/2024 Income on 31 st July 2023	£4,187.98
2023/2024 Expenditure on 31 st July 2023	£4,866.88
Profit/Deficit	-£678.90

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 1st January 2023 to 31st August 2023 total:

Library Room: 94 hours
Upper Hall: 115 hours

8. Receive results of the Laser Survey of the building.

The Committee received the plans and are pleased with the detail. It was **AGREED** that the Council now be asked to pay the invoice from the funds designated for architect plans.

The Chair reminded members that a drainage survey would still need to be carried out. Vicky Cheeseman reminded members that a drainage survey was already on file but was only partially complete.

9. Consider and discuss the possibility of the installation of a Stair Lift for access to the Upper Hall.

The Committee were in agreement that access to the Upper Hall would benefit from a lift but that this conversation should form part of the design process with the architects. It was **AGREED** that an item would be on the agenda for the forthcoming meeting with the project development team on Tuesday 10th October.

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

- ☐ Clerk informed the Committee that the fire alarm system had been tested and is working fine.
- ☐ It was reported that the Rotherfield Stores had been storing ladders against the side of the building. **Cllr Johnstone** to raise with Rotherfield Stores.
- ☐ Clerk reported that there was a small hole in the Upper Hall floor that could be a hazard. **Cllr Johnstone** will investigate and arrange for it to be made safe.
- ☐ Vicky Cheeseman and the Clerk suggested a backup cleaner be officially engaged in case our current cleaner is unable to attend. **Cllr Johnstone** to speak with our current backup cleaner.

11.Any Other Business

- ☐ Cllr Harris reported that Christmas lights in the Parish would be extended to include the Institute. The Council had also decided that the power for the

lights would come off the Institute and this would require the installation of an external plug socket. The Council will pay for this and is in the process of getting quotes.

- Vicky Cheeseman asked if there was an update on the RSM windows. The Chair did not have an update but would provide one in the next few days. **Cllr Johnstone** to get an update on window installation.
- Chair reported that the Green Room decoration was proceeding and a working party was taking place at the weekend. Vicky Cheeseman asked if it would be possible to get the Library room decorated as it was looking very run down. It was **AGREED** that we would obtain a quote from a local decorator for consideration. **Clerk** to obtain a quote.
- It was agreed that a goal of having information ready regarding the future of the Institute be set to coincide with the events to mark the 80th Anniversary of D-Day.

Meeting concluded: **20:40**

Signed:

Date: