

**MINUTES OF THE ROTHERFIELD MEMORIAL INSTITUTE MANAGEMENT  
COMMITTEE MEETING HELD ON TUESDAY 22<sup>ND</sup> AUGUST 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  
Melanie den Binker-Darby  
Andy Miller

Sharon Turner  
Cllr Janice Richardson  
Cllr David Hiles

**Committee Members Absent:**

**Also Present:**

Adam Hardy (Parish Clerk acting as Secretary & Treasurer)

**1. Apologies for Absence**

Apologies had been received from: Sharon Turner (Retrospectively)

**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 18<sup>th</sup> July 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 the hire agreement document is still under review.
- Clerk reported that Robert Shreeve Associates Ltd had been engaged as architects for the redevelopment project.
- Clerk confirmed that Neil Hackworth had been asked to make repairs to the therapy room and roof leak above the staircase.
- Clerk confirmed that an item regarding heating would be placed on the agenda for the September meeting of this Committee.

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

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- Clerk reported that the paperwork for adding Cllr David Hiles as a signatory to the Rotherfield Memorial Institute Bank account had now been submitted.

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

- Cllr Johnstone reported that she had made contact with Sam Riley who has been commissioned to replace the windows in the Rotherfield St Martin Office. He is coming to measure up on Wednesday 23<sup>rd</sup> August and will then, hopefully, install them in September. It has been agreed that obscure glass will go in the Therapy Room window. **Cllr Johnstone** to continue chasing to ensure new windows are in place before the winter.
- Cllr Johnstone reported that Edward Youngson has now left Kember Loudon Williams (KLW). It was agreed that Cllr Kember would speak with Julian Black at KLW to see who will be replacing him. **Cllr Kember** to contact Julian Black.
- Cllr Johnstone confirmed that work on the new Parish Council Office was proceeding well, construction was nearly complete and decoration would take place next week. The Council will move in on Monday 4<sup>th</sup> September. The construction had highlighted the need for the RSM Office staff to be relocated when the time comes for major refurbishment.

## 6. Receive finance report for July 2023

The Clerk reported the Rotherfield Memorial Institute financial position as at 31<sup>st</sup> July 2023:

<b>Statement Balance on 31<sup>st</sup> July 2023</b>	<b>£9,676.02</b>
<i>2023/2024 Income on 31<sup>st</sup> July 2023</i>	<i>£2,681.32</i>
<i>2023/2024 Expenditure on 31<sup>st</sup> July 2023</i>	<i>£4,183.55</i>
<i>Profit/Deficit</i>	<b>-£1,502.23</b>

The Committee **NOTED** the financial reports.

## 7. Receive and approve quotations for laser scanned plans of the building.

*Quotations had been circulated to Committee members ahead of the meeting.*

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Subject to the basement being included in the plans, it was **RESOLVED** to instruct SE Surveying to carry out the work. **Clerk** to inform the architects and sign the letter of instruction.

As the Lawson Queay plans had not been satisfactory it was **RESOLVED** to make an offer on payment before settling the invoice. **Clerk** to approach Lawson Queay.

**8. Discuss and consider applying to the Wealden District Council - Community Toilet Scheme.**

*Documentation relating to this item had been circulated to Committee members ahead of the meeting.*

Vicky Cheeseman reported on the proposal and what income it could possibly bring to the Institute. It was **AGREED** that more information was required before progressing. **Cllr Johnstone** to contact Wealden District Council inviting them to assess the building and report back to the Committee.

**9. Discuss options for starting a Community Questionnaire to support the redevelopment project.**

Cllr Johnstone reported that it would be necessary to carry out a community questionnaire before approaching the Parish Council for support with a Public Works Loan. This questionnaire would also help shape the vision for the building.

It was **RESOLVED** that a small working party of Committee members would meet to put together a draft questionnaire. Working Party to consist of: Cllr Beverley Johnstone, Cllr Peter Kember, Andy Miller, Melanie den Brinker-Darby and Vicky Cheeseman. **Cllr Johnstone** to arrange a meeting to move this forward.

**10. Resolve the formation of a working group to tidy and redecorate the Green Room ready for storage.**

Cllr Johnstone reported on the condition of the Green Room and it was felt redecoration of this could be done by a small working group. It was **RESOLVED** that decoration of this area would take place the week commencing the 11<sup>th</sup> September.

**Committee members** to let Cllr Johnstone and Clerk know of availability to assist.

## 11. 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 31<sup>st</sup> July 2023 total:

Library Room:	82 hours
Upper Hall:	96.5 hours

Andy Miller thanked the Committee on behalf of Rotherfield Players for their flexibility with the bookings during the recent production.

## 12. To note any Health & Safety issues and record any risks.

- It was **RESOLVED** that the Institute required an Accident Book and First Aid Kit. **Clerk** to arrange for an Accident Book to be displayed. **Cllr Harris** to provide First Aid Kit – location to be agreed.
- Andy Miller reported that during the recent Rotherfield Players Performance bits of fluff were reported falling from the grills in the Upper Hall. It was suggested that gauze may need to be fitted to grills to prevent debris from falling into the hall. **Cllr Johnstone** to arrange for work to be undertaken by Hacker Home Improvements.
- Clerk reported that once the Council Office had opened within the Institute it had been agreed to run a Signing In Book. **Clerk and Vicky Cheeseman** to arrange purchase and signage.

## 13. Any Other Business

- Cllr Harris asked if it would be possible for the Institute to be open during the Christmas Lights Switch on and if refreshments could be served here rather than on the street. It was **AGREED** that this would be a good idea to raise the profile of the Institute. **Clerk** to notify Rotherfield & Mark Cross Bonfire Society and advertise the event which will take place on Sunday 3<sup>rd</sup> December 2023.
- Vicky Cheeseman reported that she had logged the Rotherfield Institute as a Safe Place as part of the Safe Space Sussex App scheme.
- Cllr Johnstone reported that she had spoken with one of the regular hirers, Stage Door Drama, regarding concerns about the Parish Office being constructed in the Upper Hall.

- Clerk reported that when ordering furniture for the new Parish Office, he had noticed that the address on the Royal Mail Postal Database refers to the RSM Centre. It was suggested that this may cause issues when applying for grants, loans or other fundraising. **Clerk** to investigate what is involved in changing the address to Rotherfield Memorial Institute.
- Vicky Cheeseman reported that she had attended the memorial service of the late Phil Taylor former caretaker of the Institute.

Meeting concluded: **20:58**

**Signed:**

**Date:**