

**MINUTES OF THE ROTHERFIELD MEMORIAL INSTITUTE MANAGEMENT
COMMITTEE MEETING HELD ON THURSDAY 15TH FEBRUARY 2024 AT 19:30
IN THE UPPER HALL AT ROTHERFIELD MEMORIAL INSTITUTE**

Present:

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

Andy Miller
Robert Chesterton
Victoria Cheeseman

Cllr David Hiles
Cllr Robert Harris

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 Brinker-Darby, Cllr Janice Richardson and Sharon Turner.

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 18th January 2024 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 has been asked to publish the plans for RMI to Facebook and parish website but would like clarification from the Committee as it might be better to wait until we are ready to fully release our full vision to the community.
- Clerk confirmed he had written to BLB regarding their invoice as instructed.

5. Updates on Restoration & Refurbishment Project:

a. Discuss and review options for alternative project management.

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

The Chair fed back on a meeting attended by Cllrs Johnstone, Kember, Hiles and Robert Chesterton. She then presented a comparison report between the two possible options for proceeding with project management. Each Committee member was asked for their thoughts on the two options presented.

b. Receive a report from a recent visit to Rotherfield Memorial Institute by a local building firm.

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

Cllr Kember fed back on a meeting he had had with a local building firm and how they would possibly manage a refurbishment project.

c. Other updates.

It was agreed that all updates had been given under 5a and 5b.

To conclude this item of discussion the following resolutions were made:

It was **RESOLVED** to discontinue our project relationship with BLB Surveyors this is because of financial reasons. **Clerk** to write to BLB informing them of the Committee's decision. The question of a final invoice/refund will also be raised.

It was **RESOLVED** to instruct RSA to proceed to Stage 5 of the RIBA Process – Building Regs and Planning Permission. **Clerk** to contact RSA to confirm these instructions.

6. To consider further action to begin the Planning Permission process for the refurbishment project alongside public consultation.

It was agreed that this item had been covered under item 5 of the agenda.

7. To agree on a date for a working party to redecorate the Upper Hall/Studio.

It was agreed that the Working Party would take place on the weekend of the 13th – 14th April 2024. **Andy Miller** and **Robert Chesterton** to arrange the loan of a scaffolding tower from Rotherfield Players for the weekend.

8. Receive finance report for JANUARY 2024:

The Clerk reported the Rotherfield Memorial Institute financial position as at 31st January 2024:

Statement Balance on 31 st January 2024	£9,802.51
2023/2024 Income as at 31 st January 2024	£7,639.30
2023/2024 Expenditure as at 31 st January 2024	£9,015.04
Profit/Deficit to date for 2023/2024	-£1,375.74

- Clerk confirmed that he had submitted the year end accounts to the Charity Commission for March 2023.
- Clerk confirmed that the BLB invoice has been paid and that a claim has been submitted to reclaim the money from Rotherfield Trust as per the conditions of the grant.

The Committee **NOTED** the financial reports.

9. 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 2024 to 31st January 2024 total:

Library Room	8 Bookings
Upper Hall	12 Bookings.

The Chair confirmed that there had been interest to run Tai Chi and Yoga sessions in the Upper Hall.

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

- The Chair reported that the fire door to the cellar was not closing properly. It is probably a result of the weather. **Clerk** to investigate and report back.

11.Receive dates of forthcoming Management Committee Meetings:

Tuesday 19 th March 2024	Thursday 11 th April 2024
Thursday 23 rd May 2024	Thursday 20 th June 2024
Thursday 18 th July 2024	Thursday 22 nd August 2024
Thursday 19 th September 2024	Thursday 17 th October 2024
Thursday 21 st November 2024	Tuesday 17 th December 2024

For the moment all meetings take place at 7:30pm in the Upper Hall at Rotherfield Memorial Institute

12.Any Other Business

- Clerk reported that he had received the fire alarm system testing renewal and suggested that we renew with Safe I.S for a further year. It was **RESOLVED** to renew the contract for one year.
- Robert Chesterton asked for a copy of RSA plans to be sent to him. **Clerk** to arrange.

Meeting concluded: **20:51**

Signed:

Date: