

**MINUTES OF THE ROTHERFIELD MEMORIAL INSTITUTE MANAGEMENT
COMMITTEE MEETING HELD ON TUESDAY 28TH NOVEMBER 2023 AT 19:30
IN THE UPPER HALL AT ROTHERFIELD MEMORIAL INSTITUTE**

Present:

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

Andy Miller
Cllr Janice Richardson

Victoria Cheeseman
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: Ruth Helliwell, Cllr David Hiles, Sharon Turner and Melanie den Brinker-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 19th October 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 Fire Extinguishers had been serviced and replaced where necessary.
- Clerk reported that the Green Room heater had not been purchased yet but will happen over the next couple of months.
- Clerk reported that Crowborough Arts had booked the Upper Hall for a Murder Mystery Evening in the Summer of 2024.

5. Chair's update on the current situation.

The following report had been circulated to Committee members ahead of the meeting:

REPAIRS

Quotes being gathered for

- *electrical works: additional plug socket and heater for Green Room, additional socket for the upstairs hall*
- *soffit boards repair/replacement and replacing and painting water-damaged plasterboard in the upstairs hall: one quote received for £1,268, second quote awaited (plan of action agreed with Phil Willoughby BLB)*
- *damp in the Library Room: see agenda item 9*

GREEN ROOM, WC etc.

Is now in action and available for hire. Suggested rate £5/hour

ARCHITECTS' PLANS

The present plans are a second version following a meeting with RSA, BLB and KLW on Tuesday 21 November. RSM have since asked for a slight amendment to the layout of their office.

The main features are:

- **improved downstairs layout** giving more space and light, with a lift and improved staircase design, achieved by removing the present access to the cellar and an unnecessary corridor
- **extension to downstairs kitchen** by building out to the north site perimeter and rationalising WCs and storage space
- **improved accessibility** to first floor via lift
- **conversion of Green Room** into space comprising **lift access, kitchen and two WCs**
- **improved separate access to Parish Office**
- **mezzanine area above Parish Office** for flexible use

It was agreed that the area of the Green Room needed to be a more flexible space than just a kitchen. It was **AGREED** that the architects would be asked to amend the proposed plans for an area with 1 toilet and a tea and coffee area. **Cllr Johnstone** to approach architects.

It was **RESOLVED** to instruct BLB to prepare detailed costings (a) for the entire project based on the agreed plans, (b) for essential works on roofing, windows, heating and plumbing; and (c) to advise on the possible staging of work.

It was **RESOLVED** to instruct RSA to prepare the artist's sketches to complement the floor plans and elevation drawings.

It was **RESOLVED** to instruct K LW to prepare to present the agreed plans and planning considerations to the Parish Council and then to prepare for public consultation.

Cllr Johnston to contact each Planning Partner and communicate the Committees' wishes.

6. Receive finance report for OCTOBER 2023

The Clerk reported the 2023 Rotherfield Memorial Institute financial position as at 31st October 2023:

Statement Balance on 31 st October 2023	£11,257.00
2023/2024 Income on 31 st October 2023	£5,693.56
2023/2024 Expenditure on 31 st November 2023	£5,772.31
Profit/Deficit	-£78.75

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 October 2023 total:

Library Room: 117 hours
Upper Hall: 172 hours

8. Discuss and consider grant applications for the renewal project.

Cllr Kember reported on a Village Hall that had recently received a National Lottery Grant and wanted the Committee to consider this as a funding source. It was agreed that further information was required. **Cllr Kember** to investigate and report back to the Committee.

9. Discuss, receive quotes and agree on actions relating to damp and damage to chimney breasts in the Library Room and Green Room.

Cllr Kember reported on the damp issues in the building. He is awaiting a site visit and subsequent report from a specialist damp company and will report back to the Committee. It is possible that this work will not need actioning now and will form part of the renovations. **Cllr Kember** to report back to the Committee.

10. Discuss and agree on actions relating to urgent roofing works and access around the side and rear of the building.

It was **AGREED** that this item had been covered in the Chair's report.

11. Discuss and resolve items relating to the Green Room including hiring, furniture and naming.

It was **AGREED** that this item had been covered in the Chair's report.

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

- Clerk reported that mould had reappeared in the downstairs toilet and this will be attended to.

13. Any Other Business

- Clerk reported that the cleaning of the upstairs toilet and green room would need to be added to the Cleaning Schedule for the Cleaner. **Cllr Johnstone** to arrange.
- Clerk reported that he and Vicky Cheeseman had been successful in an application for a Department for Health scheme for a part funded Defibrillator for the Institute.

- Clerk reported that the Electrical and Gas bills for the Institute were on the rise but this is to be expected given the time of year.
- Vicky reported that the neighbouring shop still had the ladder leaned up against the Institute. It was **AGREED** that we would need to speak with the shop owners to ensure this does not continue to happen. **Cllr Harris** to speak with shop owners.

Meeting concluded: **21:13**

Signed:

Date: