

**MINUTES OF THE ROTHERFIELD MEMORIAL INSTITUTE MANAGEMENT  
COMMITTEE MEETING HELD ON TUESDAY 19<sup>TH</sup> MARCH 2024 AT 19:30  
IN THE UPPER HALL AT ROTHERFIELD MEMORIAL INSTITUTE**

**Present:**

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

Cllr Janice Richardson  
Robert Chesterton  
Victoria Cheeseman

Melanie den Brinker-Darby  
Cllr Robert Harris  
Jeff Thomas

**Committee Members Absent:**

None

**Also Present:**

Adam Hardy (Parish Clerk acting as Secretary & Treasurer)

**1. Apologies for Absence**

Apologies had been received from: Sharon Turner, Andy Miller & 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 15<sup>th</sup> February 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 they were signed by the Chair.

**4. Clerk's Update on previous actions**

- Clerk wrote to BLB to discontinue the professional relationship as per the action at the last Committee Meeting. BLB has stated that no refund is due to the charity.
- Clerk wrote to Robert Shreeves confirming the Committee's wish to proceed to produce the necessary documentation to obtain Planning Permission. A response was received and will be raised by the Chair.
- Clerk confirmed that he had written to Committee members and Councillors regarding the redecoration working party for the Upper Hall

**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**

- Clerk reported that a reimbursement grant from Rotherfield Trust had been received for the BLB costs. The remaining grant money currently available is £31,106.25
- Clerk is continuing to monitor the fire door to the cellar. It is believed that it will fit again when the weather warms up.
- Clerk confirmed that he has renewed the fire alarm testing contract, and the inspection will take place on Thursday.
- Clerk confirmed he had sent a copy of the RSA plans to Robert Chesterton.

## **5. Receive updates on the Restoration & Refurbishment Project:**

The Chair addressed the Committee asking that a decision be made on asking the Parish Council to support a planning application in the Council's name for the necessary planning permissions for the refurbishment project as outlined in the architect plans already presented.

It was **RESOLVED** that the Clerk write to Rotherfield Parish Council asking for a planning application to be made in their name. **Clerk** to add an item to the 27<sup>th</sup> March 2024 Parish Council meeting agenda.

Vicky Cheeseman and the Chair ask that the Rotherfield Trust be kept updated of the projects progress. **Clerk** to write and update the Trust.

Cllr Kember asked that a resolution be passed that if the Parish Council gave permission for a planning application to be submitted then the Clerk could be asked to start the process with Kember Loudon Williams. It was **RESOLVED** that the Clerk could proceed.

Cllr Johnstone asked if it would be possible to set dates for the public consultation. She would like this to take place in the summer. **Clerk** to ask Kember, Loudon, Williams for some summer dates where they would be able to run 1x daytime event, 1x evening event and 1x weekend event.

## **6. To receive the Rotherfield Memorial Institute Business Case.**

*Documents relating to this item had been circulated to Committee Members ahead of the meeting:*

The Committee members thanked the Chair and Vice-Chair for their work on this. However, it was felt that the Business Case would not succeed without a project cost element. It was proposed that a quantity surveyor could be engaged to give a ballpark figure for the project. Robert Chesterton said this would be sensible but would require a certain level of documentation to be available.

It was **RESOLVED** to request RSA to draw up the necessary plans for Building Regulations approval, which would also allow more detailed building costings to be obtained. **Clerk** to notify RSA.

**7. Receive finance report for FEBRUARY 2024:**

The Clerk reported the Rotherfield Memorial Institute financial position as at 4<sup>th</sup> March 2024:

Statement Balance on 4 <sup>th</sup> March 2024	£9,819.49
2023/2024 Income as at 4 <sup>th</sup> March 2024	£14,026.71
2023/2024 Expenditure as at 4 <sup>th</sup> March 2024	£15,385.47
Profit/Deficit to date for 2023/2024	-£1,358.76

The Clerk reported that if we took out the necessary electric and fire safety works, the Institute would have made a profit for this financial year.

The Committee **NOTED** the financial reports.

**8. Receive updates on bookings and usage of the hall.**

In addition to the regular use of the Memorial Institute by Rotherfield St Martin and the Parish Council Office, bookings from 1<sup>st</sup> January 2024 to 29<sup>th</sup> February 2024 total:

Library Room	10 Bookings
Upper Hall	24 Bookings.

**9. To note any Health and safety issues and record any risks.**

- Clerk had been made aware recently of legislation requiring community buildings to have a spills kit as well as a first aid kit. Clerk to arrange purchase.
- Clerk reported on correspondence received from a hirer regarding large numbers of flies and conditions of windowsills in the Upper Hall. It was agreed to monitor the flies and if necessary, engage a pest controller to resolve the matter. It was also agreed that a deep clean of the Upper Hall would take place. **Clerk** to organise a deep clean.
- Clerk reported that there is a large amount of mould in the downstairs toilet and would like to arrange for a deep clean. **Clerk** to arrange for a deep clean of this area.
- Cllr Johnstone reported that a plan was being developed to deal with the pigeons that are in the rafters between this building and Rotherfield Stores.

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**10. Receive dates of forthcoming Management Committee Meetings:**

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

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

**11. Any Other Business**

- Clerk reported that there was a possibility that the St Denys' Church Sunday School may return to using the Library Room on some Sunday mornings.
- It was agreed that negotiations should begin with Rotherfield St Martin to update their Licence to Occupy including building rent. **Clerk** to meet with **Vicky Cheeseman** and **Melanie den Brinker-Darby**.

Meeting concluded: **20:41**

**Signed:**

**Date:**

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