

**MINUTES OF THE ROTHERFIELD MEMORIAL INSTITUTE MANAGEMENT
COMMITTEE MEETING HELD ON TUESDAY 19TH 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 15th 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 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 27th 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 4th March 2024:

Statement Balance on 4 th March 2024	£9,819.49
2023/2024 Income as at 4 th March 2024	£14,026.71
2023/2024 Expenditure as at 4 th 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 1st January 2024 to 29th 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 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

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: