

**MINUTES OF THE ROTHERFIELD MEMORIAL INSTITUTE MANAGEMENT
COMMITTEE MEETING HELD ON THURSDAY 11TH APRIL 2024 AT 19:30
IN THE UPPER HALL AT ROTHERFIELD MEMORIAL INSTITUTE**

Present:

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

Cllr Janice Richardson
Andy Miller
Victoria Cheeseman

Melanie den Brinker-Darby
Cllr Robert Harris
Cllr David Hiles.

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, Robert Chesterton

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 March 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 reported that the Rotherfield Parish Council agreed to a planning application being made for the refurbishment works. Clerk has now contacted Kember Loudon Williams to begin work on the application.
- Clerk confirmed that he will write to the Rotherfield Trust within the next few days with an update on the project.
- Clerk reported that he is awaiting responses from Kember Loudon Williams regarding the date for a possible consultation.
- Clerk reported that he arranged for a deep clean of the Upper Hall and downstairs toilets.

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

Tel: 07969512099. Email: Clerk@rotherfieldparishcouncil.co.uk

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- Clerk confirmed he had written to RSA for the necessary plans to be drawn up for Building Regulations that will allow quotes to be obtained for costings.
- Clerk confirmed that he had purchased a spills kit.
- The clerk is in the process of reviewing the Licence to Occupy for Rotherfield St Martin.

5. Receive updates on the Restoration & Refurbishment Project:

The Chair reported on the following:

- The Chair reported that the redecoration working party for the Upper Hall is all set and the colour of Bamboo Green has been agreed. Robert Chesterton has delivered the scaffold tower.
- The Chair reported that it was now felt that we should be setting a deadline for the public consultation and working towards that.
- The Chair requested that the Committee now make a decision on how the project should be delivered. Each Committee member was asked for their views. It was **RESOLVED**, subject to funds, to instruct RSA to project manage the refurbishment and go out to tender on our behalf. **Clerk** to write to RSA to inform them of the Management Committee's decision.
- The Chair wished to thank Iona from Rotherfield St Martin for her most helpful document regarding decorating in a dementia-friendly way. It was **RESOLVED** that key entry and exit doors should be painted in terracotta, starting with the Upper Hall and Parish Council Office.

6. To consider an application for a Community Ownership Fund Grant.

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

The Chair reported that this is the type of grant the Committee could apply for. However, we do not have enough time to meet the application deadline. It was **AGREED** that we would consider making an application when the next round of funding is published and the project has progressed further.

7. To consider an application to the Wealden District Council Community Spaces Capital grant for greener Village Halls/Community Buildings.

The Chair also suggested that this grant could be applied for later in the project timeline. It was **RESOLVED** that we would make an application in the next round of funding.

Cllr Peter Kember suggested that we should also consider making an application to the lottery for a grant.

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8. Receive finance report for MARCH 2024:

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

Statement Balance on 31 st March 2024	£9,032.13
2023/2024 Income as at 31 st March 2024	£14,073.71
2023/2024 Expenditure as at 31 st March 2024	£16,219.83
Profit/Deficit to date for 2023/2024	-£2,146.12

The Committee **NOTED** the financial reports.

9. To approve the end-of-year accounts for 2023/2034 and make arrangements to present them to the Trustee.

The Clerk reported that due to delay with delivery of bank statements and workloads the accounts were not ready for this meeting. **Clerk** to carry over to 23rd May 2024 Management Committee Meeting.

10. To agree a date for the Annual General Meeting of the Rotherfield Memorial Institute Charity.

It was **RESOLVED** that the Management Committee meeting set for Thursday 20th June 2024 be used as the Annual General Meeting of Rotherfield Memorial Institute. **Clerk** to arrange for the meeting to be advertised. Rotherfield Parish Councillors in their position as Sole Custodian Trustee would be asked to attend.

11. 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 31st March 2024 total:

Library Room	14 Bookings
Upper Hall	42 Bookings.

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

- Vicky Cheeseman reported that the door to the cellar is still not closing correctly. Cllr David Hiles agreed to look at this when the decoration working party was taking place.
- The Chair agreed to take a look at the water problem in the gent's toilet and see if we should engage a plumber or wait until this area is redeveloped.

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13. Receive dates of forthcoming Management Committee Meetings:

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

14. Any Other Business

- The Clerk asked if the Management Committee had any objection to notice boards being placed on the outside of the Parish Council Office to provide information about the Council and its role in the Community. It was **AGREED** that notice boards could be put up.
- The Chair confirmed that the Rotherfield Memorial Institute would not have its own table at the forthcoming Parish Assembly.
- The Chair reported that Douglas Johnstone had repaired the soffit boards and made safe the area where the unknown window had fallen out. The Committee thanked Douglas for all his hard work at the Institute.
- The Chair suggested that a meeting be set up with the Rotherfield Stores to remind them of the right of access around the building and to explain our future development plans to them. It was agreed that the Chair, Cllr Kember and Cllr Harris would meet with the owners of Rotherfield Stores and feed back to the Committee.

Meeting concluded: **21:02**

Signed:

Date: