

**MINUTES OF THE ROTHERFIELD MEMORIAL INSTITUTE MANAGEMENT COMMITTEE MEETING
HELD ON THURSDAY 15th MAY 2025 AT 18:00
IN ROTHERFIELD COMMUNITY HUB (MEMORIAL INSTITUTE)**

Present:

Cllr Peter Kember (Vice-Chair)
Cllr David Hiles
Andy Miller

Sharon Turner
Vicky Cheeseman
Cllr Janice Richardson

Cllr Robert Harris
Melanie den Brinker-Darby
Cllr Paul Beach

Committee Members Absent:

Also Present:

Adam J Hardy (Parish Clerk acting as Secretary & Treasurer)

1. Apologies for Absence

Apologies were received from Jeff Thomas, Cllr Beverley Johnstone, Robert Chesterton and Ruth Helliwell.

It was **RESOLVED** that the reasons for apologies be accepted.

2. Declaration of personal, prejudicial, and disclosable pecuniary interests on items on the agenda.

None.

3. Resolve that the minutes of the meeting of the Rotherfield Memorial Institute Management Committee held on 6th March 2025 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

- The Clerk confirmed that a meeting had taken place with RSA.
- The Clerk reported that the investigation into grant funding was proceeding.

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

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

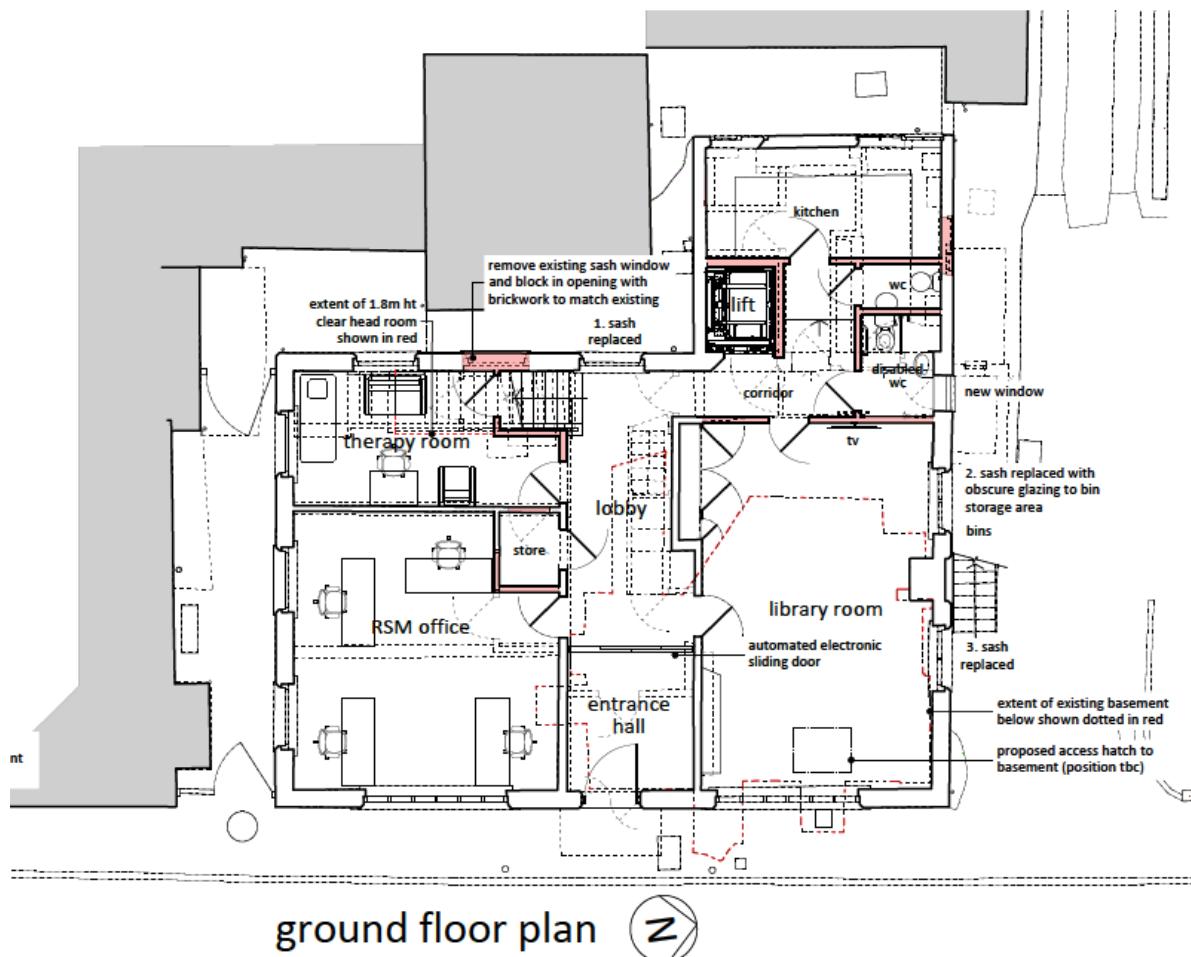
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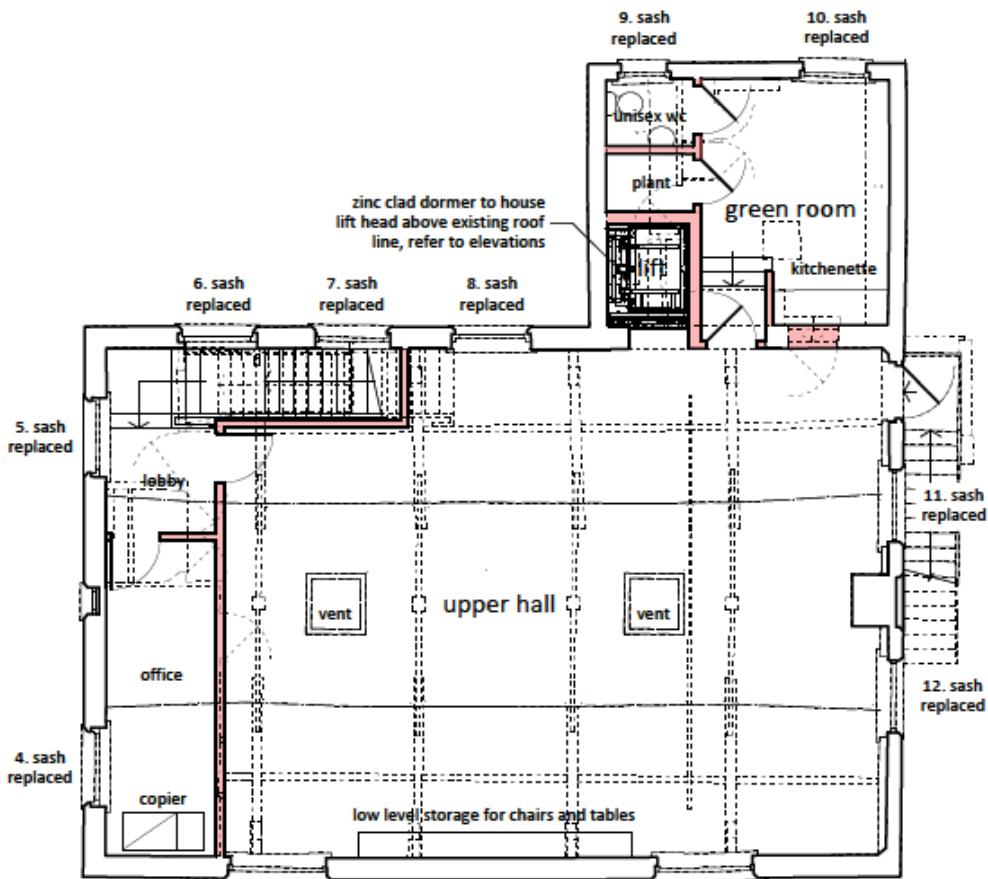
5. Receive updates and make decisions on the Restoration & Refurbishment Project:

The Vice-Chair addressed the Committee regarding possibly delivering the project in multiple stages. The Vice-Chair had investigated thoroughly and reported that delivering the project in stages would be extremely disruptive and more expensive. It was **AGREED** that we would work to deliver all aspects of the project in one go to minimise disruption to the Institute and to keep costs down.

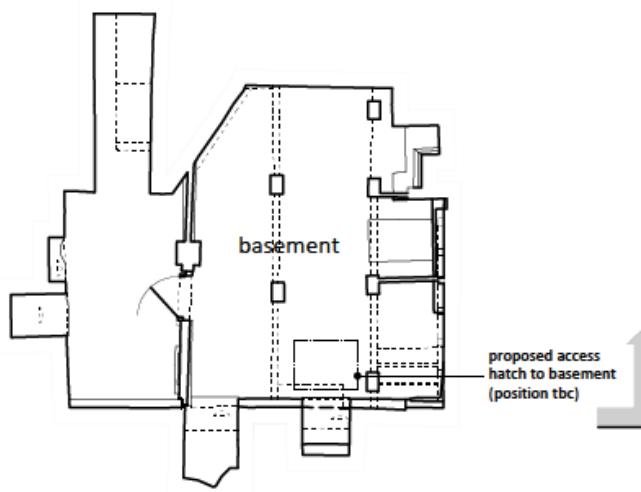
a. Presentation of revised plans for Committee approval.

The Vice-Chair presented the revised plans following a meeting with the Architects and B & M Quantity Surveyors. The following revised floor plans were presented.





first floor plan



basement plan

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It was **RESOLVED** that the revised plans be approved as the final design for the refurbishment project. **Clerk** to notify the architects.

b. To agree to engage necessary consultants to move to RIBA Stage 4 and get a more accurate figure for grant applications.

The Vice-Chair reported that we now needed to agree to move forward to RIBA Stage 4 so that further value engineering could take place and a final build cost could be agreed on that we would then use for grant applications. It was **RESOLVED** to move forward to RIBA Stage 4. **Clerk** to notify the architects and agree on the next steps for the project.

6. Receive the finance report for March 2025 & preparations for the presentation of the end-of-year accounts:

The Clerk reported the Rotherfield Memorial Institute's financial position as at: 31st March 2025:

Statement Balance on 31st March 2025	£5,023.60
<i>2024/2025 Income as at 31st March 2025</i>	£21,848.30
<i>2024/2025 Expenditure as at 31st March 2025</i>	£25,856.83
<i>Profit/Deficit to date for 2024/2025</i>	-£4,008.53

- The Clerk reported that the annual insurance renewal had come in at a cost of £1547.74. It was **RESOLVED** to accept the renewal and that the Rotherfield Memorial Institute would pay for the renewal.
- The Clerk expressed concerns about the level of funds and suggested that we should proceed with a grant towards day-to-day running costs. The utility bills are a large drain on our finances. It was **RESOLVED** that an application would be made to Chalk Cliff Trust for assistance with our running costs as a Community Hub. **Clerk** to work with the **Chair** to make an application.
- The Clerk will arrange a time to present the End of Year Accounts to the Committee and then the Parish Council over the next few months.

The Committee **NOTED** the financial reports.

7. Consider and resolve an increase in the hourly hire rates.

The Clerk presented a proposed increase in hourly rates. This was necessary due to utility cost increases, and the Committee aims to move out of a deficit. The Following increase was recommended.

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	Standard Rate		Residents Rate	
	Current rate	Proposed rate from 1 st June 2025	Current rate	Proposed rate from 1 st June 2025
Library Room	£10.00 per hour	£12.00 per hour	£8.00 per hour	£10.00 per hour
Upper Hall	£12.00 per hour	£14.00 per hour	£10.00 per hour	£12.00 per hour

It was **RESOLVED** to accept the above hourly rate increases with effect from the 1st June 2025. **Clerk** to write a letter advising hirers of the need for the increase, which covers the following points:

- We inherited a deficit budget when the Parish Council took over as the Sole Custodian trustee.
- Recent renewals in utilities have resulted in an increase in running costs.
- The revised hire rates will put us at parity with similar halls in the area.

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 30th April 2025 total:

Library Room	54 Bookings
Upper Hall	284 Bookings.

9. Note any Health and Safety issues and record any risks.

- The Clerk reported concerns about the rubbish and detritus at the rear of the hall. The situation will be monitored, but Wealden Environmental Health may need to be involved.
- The Clerk confirmed that no response had been received to the Parish Council's reply to the letter from Rotherfield Stores regarding the new window installation.

10. Receive dates of forthcoming Management Committee Meetings:

Thursday 5 th June 2025 – TBC
Thursday 3 rd July 2025
Thursday 4 th September 2025
Thursday 2 nd October 2025
Thursday 6 th November 2025

All meetings will start at 6:00pm at Rotherfield Memorial Institute.

11. Any Other Business

- Vicky requested an update on the development project for the Rotherfield Trust. **Vice-Chair** and **Clerk** to produce an update for the Rotherfield Trust.

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Rotherfield Memorial Institute
North Street, Rotherfield, Crowborough TN6 3LX

Rotherfield Parish Council as Sole Trustee

ROTHERFIELD
MEMORIAL
INSTITUTE



Meeting Concluded: **19:16**

Signed:

Date:

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