

**MINUTES OF THE ROTHERFIELD MEMORIAL INSTITUTE MANAGEMENT COMMITTEE MEETING  
HELD ON THURSDAY 15<sup>th</sup> 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 6<sup>th</sup> 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**

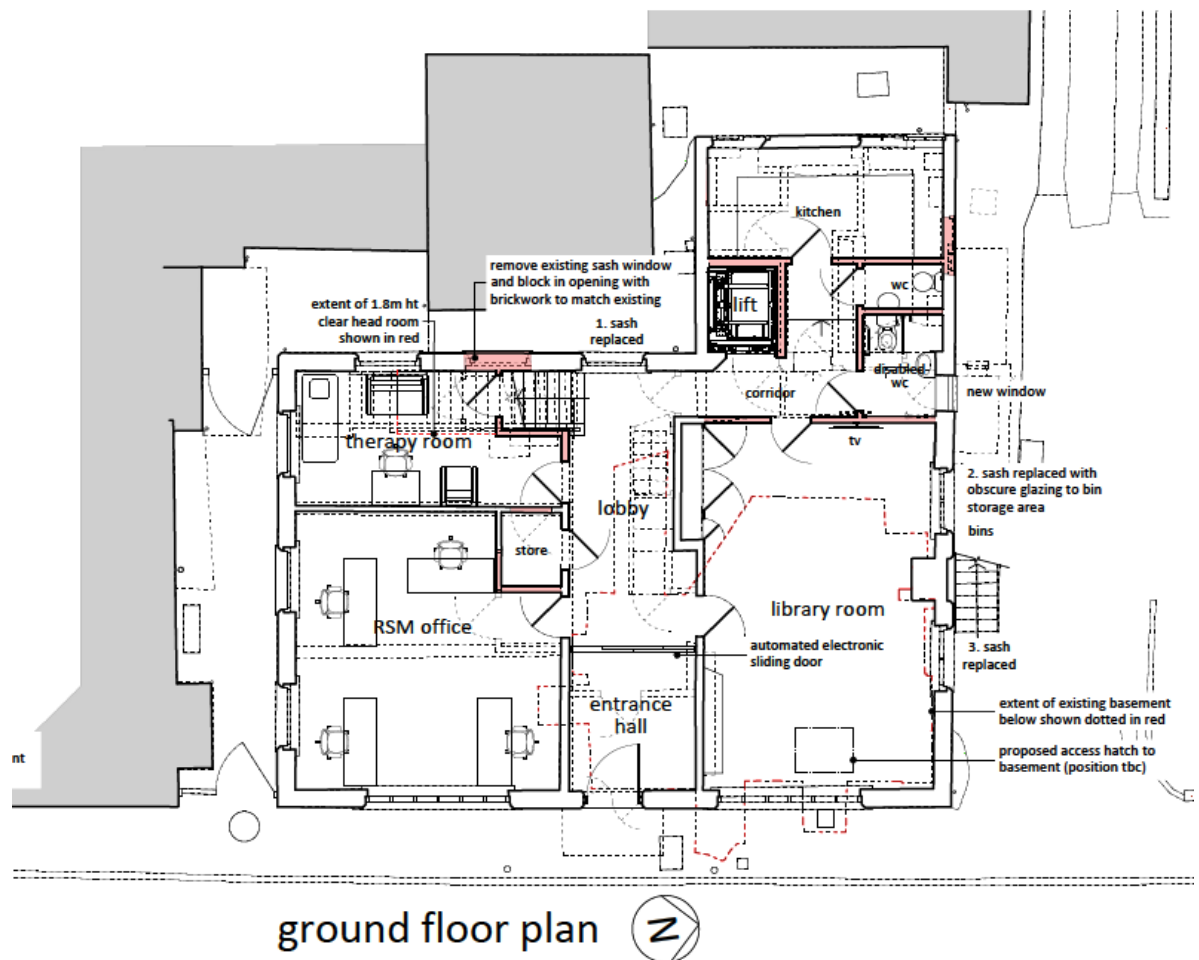
- The Clerk confirmed that a meeting had taken place with RSA.
- The Clerk reported that the investigation into grant funding was proceeding.

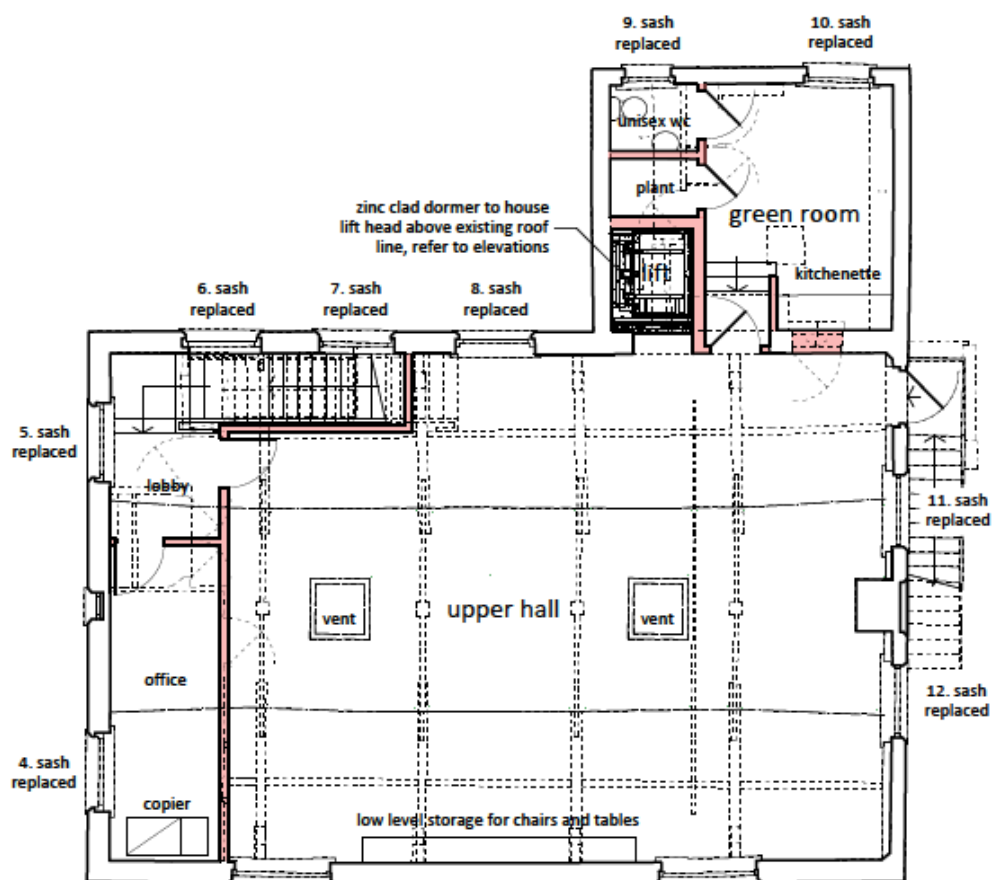
## 5. Receive updates and make decisions on the Restoration & Refurbishment Project:

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.

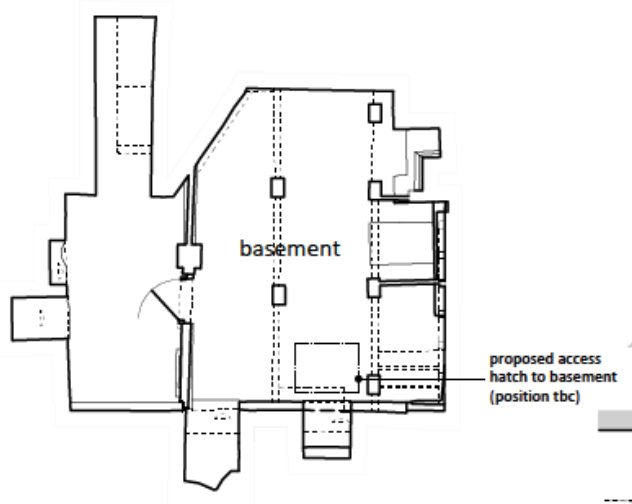
### a. Presentation of revised plans for Committee approval.

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

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: 31<sup>st</sup> March 2025:

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

- 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.

	Standard Rate		Residents Rate	
	Current rate	Proposed rate from 1 <sup>st</sup> June 2025	Current rate	Proposed rate from 1 <sup>st</sup> June 2025
<b>Library Room</b>	£10.00 per hour	£12.00 per hour	£8.00 per hour	£10.00 per hour
<b>Upper Hall</b>	£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 1<sup>st</sup> 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 1<sup>st</sup> January 2024 to 30<sup>th</sup> 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 <sup>th</sup> June 2025 – TBC
Thursday 3 <sup>rd</sup> July 2025
Thursday 4 <sup>th</sup> September 2025
Thursday 2 <sup>nd</sup> October 2025
Thursday 6 <sup>th</sup> 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.

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

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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:**

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