

**MINUTES OF THE ROTHERFIELD MEMORIAL INSTITUTE MANAGEMENT COMMITTEE MEETING  
HELD ON THURSDAY 16<sup>TH</sup> JANUARY 2025 AT 18:00  
IN THE UPPER HALL AT ROTHERFIELD MEMORIAL INSTITUTE**

Cllr Beverley Johnstone (Chair)  
Cllr Peter Kember (Vice-Chair)  
Cllr Robert Harris

**Present:**  
Andy Miller  
Cllr David Hiles  
Sharon Turner

Vicky Cheeseman  
Graham Watson-Smith  
Robert Chesterton

**Committee Members Absent:**

None.

**Also Present:**

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

**1. Apologies for Absence**

Apologies were received from: Ruth Helliwell, Melanie den Brinker-Darby, Cllr Paul Beach and Cllr Janice Richardson.

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 meeting held on 21<sup>st</sup> November 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**

- The Clerk confirmed that alternative arrangements had been put in place for a Management Committee of Mark Cross Community Centre. **Clerk** to arrange a meeting of the Mark Cross Community Centre Management Committee.
- The Clerk reported that he had circulated a meeting schedule according to the conditions agreed at the previous meeting.

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

- The Chair reported that the ladies' toilet had been redecorated.

- New storage and baby changing units were constructed as part of the Parish Office Extension. The Parish Office extension now means that the hall and office have separate entrances. The Management Committee thanked the Parish Council for funding this work.
- The Chair explained that she felt now would be a good time to review the Business Case for the project and to start thinking about approaching the Parish Council to take a Public Works Board Loan for the 2026/2027 Financial Year. It was **RESOLVED** that the Business Plan would be updated and presented to the Management Committee.

#### 6. Discuss and review the B & M Cost Plan Report.

- The Chair reported that she had analysed the costing plan for the proposed refurbishment. The Chair outlined the order of expenditure according to the report. Cllr Hiles suggested that the estimate for MEP services was perhaps rather generous. It was **AGREED** that a meeting with the architects would be arranged to discuss this further. The Committee **AGREED** that the ground floor plans could not be altered, but there could be revisions to the upper floor and mezzanine. **Clerk** to arrange a meeting with the architects.
- The Chair asked the Committee if they agreed that we should arrange for a fresh and full inspection of the drainage system. It was **AGREED** that the survey should take place. **Cllr B Johnstone** to arrange for new/continued drainage inspection.
- The Chair and other members of the Committee suggested that the work on the windows could be done outside of the main refurbishment and would have a positive impact on the use of the building now. A quote for the work was obtained for a maximum cost of £2,700.00. It was **AGREED** that the Clerk would be asked to approach Wealden District Council to see if any spare Community Infrastructure Levy money could be used in the form of a grant. Cllr R Harris suggested that if this approach failed, the Parish Council could be approached to see if they would grant this money out of their CIL Funds. It was **RESOLVED** to follow this course of action. **Clerk** to approach Wealden District Council.

#### 7. Receive finance report for December 2024:

The Clerk reported the Rotherfield Memorial Institute's financial position as at: 31<sup>st</sup> December 2024:

Statement Balance on 31 <sup>st</sup> December 2024	£6,015.55
2024/2025 Income as at 31 <sup>st</sup> December 2024	£17,607.79
2024/2025 Expenditure as at 31 <sup>st</sup> December 2024	£20,624.37
Profit/Deficit to date for 2024/2025	-£3,016.58

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 31<sup>st</sup> December 2024 total:

Library Room	40 Bookings
Upper Hall	202 Bookings.

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

- Cllr Beach reported on the state of the gents toilet and whether alternative arrangements for the storage of cleaning materials could be made. Vicky Cheeseman agreed to sort this out and organise signage stating which toilets were fully operational. **Vicky** to make the necessary arrangements.
- The Clerk and Vicky Cheeseman asked if the Community Hub was being used more frequently and whether we could have two cleans a week. The Clerk confirmed he had checked with the Cleaner and confirmed that she did have the capacity for this. It was **RESOLVED** that the cleaning be increased to twice a week. **Clerk** to contact the cleaner and make the necessary arrangements.

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

Thursday 6 <sup>th</sup> February 2025	Online Microsoft Teams
Thursday 6 <sup>th</sup> March 2025	Rotherfield Memorial Institute
Thursday 3 <sup>rd</sup> April 2025	Online Microsoft Teams
Thursday 15 <sup>th</sup> May 2025	Rotherfield Memorial Institute
Thursday 5 <sup>th</sup> June 2025	Online Microsoft Teams
Thursday 3 <sup>rd</sup> July 2025	Rotherfield Memorial Institute
Thursday 4 <sup>th</sup> September 2025	Online Microsoft Teams
Thursday 2 <sup>nd</sup> October 2025	Rotherfield Memorial Institute
Thursday 6 <sup>th</sup> November 2025	Online Microsoft Teams

All meetings will start at 6:00pm

## 11. Any Other Business

- The Clerk requested that a small working group come and tidy the green room before the art classes start on Wednesday 29<sup>th</sup> January 2025. The Chair agreed to arrange this.
- The Clerk reported that the Rotherfield Players had requested to build a set in the hall in case their open-air production for spring 2025 was moved indoors due to the weather. The Management Committee **AGREED** that this was fine.

Meeting Concluded: **19:33**

Signed:

Date: