

**MINUTES OF THE ROTHERFIELD MEMORIAL INSTITUTE MANAGEMENT COMMITTEE MEETING
HELD ON THURSDAY 17TH OCTOBER 2024 AT 19:30
IN THE UPPER HALL AT ROTHERFIELD MEMORIAL INSTITUTE**

Present:

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

Cllr Janice Richardson
Cllr Paul Beach
Cllr E Holmes-Cutting
Robert Chesterton

Andy Miller
Ruth Helliwell
Melanie den Brinker-Darby

Committee Members Absent:

None.

Also Present:

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

1. Apologies for Absence

Apologies were received from Cllr David Hiles, Vicky Cheeseman, and Sharon Turner.

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 19th September 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 he had contacted Robert Shreeves to confirm the Committee wished to proceed with the quote from B&M for cost consultancy.
- The Clerk confirmed that the repairs to the roof had been completed ahead of the winter.
- The Clerk confirmed that the redecoration of the Library Room was booked for the weekend of the 26th and 27th October.
- The Clerk reported that he will advertise the Burt Room for hire in the next few days.
- The Clerk and Chair have discussed the Table Top Sale and have agreed this will be held over until Spring 2025.
- The Clerk reported that the Planning Application for the refurbishment project had now been submitted to Wealden District Council.

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

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5. Receive updates on the Restoration & Refurbishment Project:

The Chair updated the Committee on the progress of the project.

- The Chair reported that Douglas Johnstone had installed a replacement ventilation fan into the kitchen window.
- The Clerk confirmed that no further news had been received regarding the legacy.
- The Chair and Clerk reported that the roof repairs had been completed, and no further water ingress had been reported. It was **AGREED** that we would now purchase a dehumidifier to assist with drying out the room. **Clerk** to arrange for purchase of dehumidifier.
- The Chair reminded all present that the redecoration of the Library Room was due to take place on Saturday 26th & Sunday 27th October. It was **RESOLVED** that the colour purchased would be, 'Sweet Embrace'. **Cllr Johnstone**, in conjunction with the **Clerk** to organise the purchase of paint.

6. Receive finance report for September 2024:

The Clerk reported the Rotherfield Memorial Institute's financial position as at 30th September 2024:

Statement Balance on 30 th September 2024	£7,318.75
2024/2025 Income as at 30 th September 2024	£13,099.78
2024/2025 Expenditure as at 30 th September 2024	£14,813.16
Profit/Deficit to date for 2024/2025	-£1,713.38

The Committee **NOTED** the financial reports.

7. 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 September 2024 total:

Library Room	30 Bookings
Upper Hall	140 Bookings.

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

- The Clerk confirmed that the annual fire alarm testing and inspection had been completed and all was in order.
- The Committee wished to record their concerns regarding the safe working environment alongside and behind the Institute building.

9. Receive dates of forthcoming Management Committee Meetings:

Thursday 21 st November 2024	
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All meetings take place at 7:30 pm in the Upper Hall at Rotherfield Memorial Institute.



10. Any Other Business

- The Clerk passed on a suggestion that Douglas Johnstone might be offered remuneration for the unofficial job of Caretaker that he is currently undertaking.

Cllr B Johnstone declared an interest and left the meeting.

It was **AGREED** that the Committee would offer a meal for two at the Kings Arms as remuneration and a thank you.

Meeting Concluded: **[20:02]**

Signed:

Date: