

**MINUTES OF THE ROTHERFIELD MEMORIAL INSTITUTE MANAGEMENT COMMITTEE MEETING  
HELD ON THURSDAY 17<sup>TH</sup> 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 19<sup>th</sup> 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 26<sup>th</sup> 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

**Tel:** 07969512099. Email: [Clerk@rotherfieldparishcouncil.co.uk](mailto:Clerk@rotherfieldparishcouncil.co.uk)

**Parish Council Website:** [www.rotherfieldparishcouncil.co.uk](http://www.rotherfieldparishcouncil.co.uk) Twitter @rotherfieldpc and on Facebook

## 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 26<sup>th</sup> & Sunday 27<sup>th</sup> 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 30<sup>th</sup> September 2024:

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

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 1<sup>st</sup> January 2024 to 30<sup>th</sup> 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 <sup>st</sup> November 2024	
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*All meetings take place at 7:30 pm in the Upper Hall at Rotherfield Memorial Institute.*

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## 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:**

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