

**MINUTES OF THE ROTHERFIELD MEMORIAL INSTITUTE MANAGEMENT COMMITTEE
MEETING HELD ON THURSDAY 19TH SEPTEMBER 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

Cllr Janice Richardson
Cllr David Hiles
Sharon Turner

Andy Miller
Ruth Helliwell

Committee Members Absent:

None

Also Present:

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

1. Apologies for Absence

Apologies received from: Melanie den Brinker-Darby, Vicky Cheeseman, Robert Chesterton and Cllr Paul Beach.

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 22nd August 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 reported that he had yet to investigate the reinstatement of the ventilator in the kitchen. The Chair confirmed that Douglas Johnstone had agreed to look for a solution.
- The Clerk confirmed he had arranged for the guttering at the front of the building to be repaired.
- The Clerk reported that the PAT Testing had been completed on the building. The only item that failed was the fridge in the therapy room. This has now been switched off.

5. Receive updates on the Restoration & Refurbishment Project:

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

- No update had been received on the legacy.
- A quote had been received from Robert Shreeves Associates for a Quantity Surveyor to undertake a costing for the total build. It was **RESOLVED** that the quotation from B&M be accepted as recommended by the architects. **Clerk/Chair** to confirm with the architects.
- It was **AGREED** that further repairs to part of the roof would be required before the winter. **Clerk & Chair** to arrange works.
- The Clerk confirmed that if we were going to ask the Council to apply for a Public Works Loan Board Loan for the 26/27 financial year, then we would need to have a proposal together and begin the application process no later than July 2025.
- The Chair suggested that the Committee organise a Working Party to redecorate the Library Room. It was **AGREED** that this would take place on the weekend of the 26th & 27th October. The Chair will approach members of the Community to assist.

6. Consider additional income streams for the use of Rotherfield Memorial Institute.

Cllr Robert Harris suggested that there may be other ways to generate income from the Institute. One possibility could be to offer space or a particular room as flexible office space for individuals working from home. It was **AGREED** that the Burt Room would be ideal for this and that we should advertise this. **Clerk** to produce a poster.

7. Receive finance report for August 2024:

The Clerk reported the Rotherfield Memorial Institute's financial position as at 31ST August 2024:

Statement Balance on 31st August 2024	£7,168.23
<i>2024/2025 Income as at 31st August 2024</i>	<i>£11,777.10</i>
<i>2025/2025 Expenditure as at 31st August 2024</i>	<i>£13,641.00</i>
<i>Profit/Deficit to date for 2024/2025</i>	<i>-£1,863.90</i>

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 1st January 2024 to 31st August 2024 total:

Library Room	26 Bookings
Upper Hall	114 Bookings.

9. Consider a quotation for additional lighting in the Upper Hall.

It was **RESOLVED** to accept the quotation for two additional lights in the Upper Hall.

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

- The Clerk reported that a dangerous floor under the stairs in the RSM Therapy Room cupboard had now been fixed. The Committee wishes to express its appreciation to Cllr Douglas Johnstone for undertaking this work.
- The Clerk confirmed that the annual testing of the fire and smoke alarm systems will take place next week.

11. Receive dates of forthcoming Management Committee Meetings:

Thursday 17 th October 2024	Thursday 21 st November 2024
Tuesday 17 th December 2024 (TBC)	

All meetings take place at 7:30 pm in the Upper Hall at Rotherfield Memorial Institute.

12. Any Other Business

- The Chair asked that a letter be sent to the neighbouring properties requesting that access to the building be cleared.
- The Clerk asked that the Chair prepare an update for the Parish Council. **Chair** to produce an update.
- It was suggested that a Table Top Sale fundraising event be held at the institute. It was **AGREED** by all that this would take place in Mid-November. **Clerk & Chair** to discuss further and begin organisation.

Meeting Concluded: **20:21**

Signed:

Date: