

**MINUTES OF THE ROTHERFIELD MEMORIAL INSTITUTE MANAGEMENT COMMITTEE MEETING  
HELD ON THURSDAY 21<sup>ST</sup> NOVEMBER 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 David Hiles

Cllr Janice Richardson  
Cllr Paul Beach  
Cllr E Holmes-Cutting

Vicky Cheeseman  
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 Robert Chesterton, Andy Miller, Sharon Turner, Jeff Thomas, and Graham Watson-Smith

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 17<sup>th</sup> October 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 apologised for not having ordered the Dehumidifier yet and would appreciate some guidance on which type to purchase.
- The Clerk was pleased to report that the decoration of the library room has been commented on most favourably by regular users. The paint was very kindly donated by Brian Neale. It was proposed that a gift of wine be purchased in return for the kind donation of the paint. **Cllr Johnstone** to arrange.

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

- The Chair reported that we were waiting for news on the legacy.

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

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- The Chair reported that the costing report had been circulated. A brief discussion took place, and it was agreed that the Management Committee members would be given time to process it before further discussion took place.
- The Chair thanked Cllr Douglas Johnstone for his work on refurbishing the street facing windows of the building.

## 6. Receive finance report for September 2024:

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

Statement Balance on 31 <sup>st</sup> October 2024	£5,451.82
2024/2025 Income as at 31 <sup>st</sup> October 2024	£14,241.45
2024/2025 Expenditure as at 31 <sup>st</sup> October	£17,821.76
Profit/Deficit to date for 2024/2025	-£3,580.31

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

Library Room	35 Bookings
Upper Hall	164 Bookings.

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

None.

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

The Clerk asked if the Committee would like him to prepare a meeting schedule for 2025. The Committee felt that another meeting time was required, so it was suggested that we try 6:00 p.m. with a mixture of virtual and in-person meetings. **Clerk** to prepare a meeting schedule for circulation.

It was **AGREED** that alternative arrangements should be made for the future management of Mark Cross Community Centre. **Cllr Harris and the Clerk** to discuss and propose an alternative option for a Management Committee for the Mark Cross Community Centre.

## 10. Any Other Business

None.

Rotherfield Memorial Institute  
North Street, Rotherfield, Crowborough TN6 3LX

*Rotherfield Parish Council as Sole Trustee*

ROTHERFIELD  
MEMORIAL  
INSTITUTE



Meeting Concluded: **[20:43]**

**Signed:**

**Date:**

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