

**MINUTES OF THE ROTHERFIELD MEMORIAL INSTITUTE MANAGEMENT COMMITTEE
MEETING HELD ON THURSDAY 22ND AUGUST 2024 AT 19:30
IN THE UPPER HALL AT ROTHERFIELD MEMORIAL INSTITUTE**

Present:

Cllr Beverley Johnstone (Chair)

Cllr Janice Richardson

Cllr Emmanuelle Holmes-
Cutting

Cllr Peter Kember (Vice-Chair)

Robert Chesterton

Ruth Helliwell

Melanie den Brinker-Darby.

Victoria Cheeseman

Andy Miller

Cllr Paul Beach

Committee Members Absent:

None.

Also Present:

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

1. Apologies for Absence

Apologies received from: Sharon Turner (Rotherfield Village Hall), Cllr Robert Harris, Cllr David Hiles.

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 2nd July 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 there was nothing to report outside of the agenda items.

5. Receive updates on the Restoration & Refurbishment Project:

The Chair confirmed that no update had been received regarding the bequest.

The Chair reported that the planning application was now almost ready for submission. The recent planning consultation was considered successful. One idea the architects and planning consultant had

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

Tel: 07969512099. Email: Clerk@rotherfieldparishcouncil.co.uk

Parish Council Website: www.rotherfieldparishcouncil.co.uk **Twitter** @rotherfieldpc and on Facebook

picked up on was continuing the kitchen extension upstairs. The architect has prepared a new plan to show how this would work. After discussion, it was **RESOLVED** to stick with the plans already agreed upon by this Committee as concerns were raised that planning permission would be refused for an upper extension with a flat roof. A request was made for the vote to be recorded in the minutes.

In favour: 5
Against: 4
Abstentions: 0

A second motion to consult the Planning Consultants on whether they felt a revised application for an upper extension would succeed was proposed but fell as the first motion passed.

Peter raised the feedback that solar panels should be added to the application for installation on the rear roof. It was **RESOLVED** to ask the Planning Agent and Architect to include these in their design.

Clerk & Chair to contact K LW and RSA and update them on the Committee's decisions.

6. Receive finance report for June & July 2024:

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

Statement Balance on 31st July 2024	£6,096.69
2024/2025 Income as at 31 st July 2024	£7,295.56
2025/2025 Expenditure as at 31 st July 2024	£10,231.00
Profit/Deficit to date for 2024/2025	-£2,935.44

The Clerk reported that two cheques of grants from The Rotherfield Trust are in the process of clearing.

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 31st July 2024 total:

Library Room	25 Bookings
Upper Hall	107 Bookings.

The Chair reminded Committee Members that two sessions for Stage Door Drama had been refunded as agreed earlier in the year.

8. Discussion regarding RSM Spaces.

Vicky thanked Douglas Johnstone on behalf of RSM for all his work in the Library Room and Therapy Room.

Vicky confirmed that the new Licence to Occupy for RSM had been agreed upon by the RSM Board and had been signed. This, with the revised hire charge, will come into effect from the 1st September 2024.

Vicky asked if the ventilation in the kitchen could be repaired. **Clerk** to investigate and report back.

Vicky reminded the Committee that the Rotherfield St Martin Licence to Occupy floorplan included the Therapy Room and would like the Committee to agree that this would remain the case even after redevelopment when the access would not be through the RSM Office. It was **AGREED** that this was correct. A suggestion was made that perhaps use of the room could be made by RMI during the evenings. Vicky agreed that this might be possible. The Committee will revisit the discussion in the future.

9. Receive an update on the new Cleaner.

Vicky and the Clerk confirmed that all was going well with the new cleaner. It has been agreed that she would also take responsibility for the regular testing of the RMI Fire Alarm.

The Clerk confirmed that he had set up a standing order to pay the cleaner from the 1st of September. This would be for her regular weekly hours, for which she will invoice us. Any additional hours or material purchased would be reimbursed by separate payment.

10. Receive an update on the Mark Cross Community Centre transfer to Rotherfield Parish Council as Sole Trustee:

The Clerk confirmed that he now had access to the bank account and would be taking over the accounts from the 1st September. He has already taken over the invoices for September and issued them.

The Clerk confirmed that he was now in control of the booking system, email and calendar for the Community Centre, and all regular users had been notified.

The Clerk confirmed that he is currently in the process of formalising the handover and amending the constitution, with advice from the Action in Rural Sussex (AiRS) Village Hall Services.

The Chair reported that there was consensus that from the 1st September this Committee will also manage the Mark Cross Community Centre.



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

- The Clerk notified the Committee about a gutter leak at the front of the building; he will arrange to have this fixed. **Clerk** to raise with the contractor.
- The Clerk confirmed that PAT Testing for all electrical appliances would occur in the first week of September.
- The Clerk reported that he had received a notification of the annual fire alarm testing, and this has been arranged for Friday, 27th September. Vicky suggested that we should also be having regular fire drills. It was agreed that some would take place during the working day.

12. Receive dates of forthcoming Management Committee Meetings:

Thursday 19 th September 2024	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.

13. Any Other Business

- Vicky reported that people had been adding rubbish to our bins. The Clerk confirmed that we had received invoices for excess weight charges from the collection company. The Clerk will investigate and ask for a lock on both bins if necessary.
- The Clerk reported that the defibrillator on the North Face of the building had been serviced. It was felt that many organisations did not know about the new defibrillator at RMI and that we should update the public on its location.

Meeting Concluded: **8:44pm**

Signed:

Date: