

**MINUTES OF THE ROTHERFIELD MEMORIAL INSTITUTE MANAGEMENT COMMITTEE
MEETING HELD ON THURSDAY 2ND JULY 2024 AT 19:30
IN THE UPPER HALL AT ROTHERFIELD MEMORIAL INSTITUTE**

Present:

Cllr Beverley Johnstone (Chair)
Melanie den Brinker-Darby.
Sharon Turner

Cllr Janice Richardson
Robert Chesterton
Victoria Cheeseman

Cllr Robert Harris
Cllr David Hiles.

Committee Members Absent:

Also Present:

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

1. Apologies for Absence

Apologies received from: Andy Miller (Rotherfield Players), Cllr Paul Beach, Cllr Peter Kember, Ruth Helliwell (RSM) and Cllr Emmanuelle Holmes-Cutting

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 23rd May 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 Cllr Beverley Johnstone had been re-elected as Chair of the Rotherfield Memorial Institute Management Committee at the Annual Council Meeting.
- The Clerk reported that he had no further updates that did not appear elsewhere on the agenda.

5. Receive updates on the Restoration & Refurbishment Project:

- The Chair reported that she had no further information on the size of the forthcoming bequest.
- The Chair reported that she had been through the Planning Statement and that changes would be made before submission to fill in some of the gaps. Committee members were asked to send comments to the Clerk and Chair to ensure the Planning Statement meets the Committee's needs.

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

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

6. Discuss and resolve outstanding issues in relation to the Public Consultation to support our planning application.

The Chair confirmed that the dates for the Planning Consultation had now been set.

| | |
|-------------------------------------|------------------|
| Saturday 27 th July 2024 | 10:00am – 2:00pm |
| Monday 29 th July 2024 | 9:00am – 12:00pm |
| Tuesday 30 th July 2024 | 6:00pm – 8:00pm |

The Chair will meet with Julian Black of KLV before the consultation to agree and finalise what will be on display. Committee members are encouraged to attend. The Clerk was asked to arrange posters and ensure the event is advertised on Social Media. **Clerk** to arrange advertising.

7. Receive finance report for May 2024:

The Clerk reported the Rotherfield Memorial Institute's financial position as at 3rd June 2024:

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|--|------------------|
| Statement Balance on 3rd June 2024 | £8,309.62 |
| | |
| 2024/2025 Income as at 3 rd June | £4,909.19 |
| 2025/2025 Expenditure as at 3 rd June | £5,631.70 |
| Profit/Deficit to date for 2024/2025 | -£722.51 |

Vicky asked what proportion of this year's income so far was from RSM. The Clerk confirmed that it was approximately 41%.

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 May 2024 total:

| | |
|--------------|--------------|
| Library Room | 22 Bookings |
| Upper Hall | 77 Bookings. |

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

- The Clerk and Vicky raised some concerns about the cleaning standards. The Chair confirmed that she was looking into this and that perhaps a new long-term solution was required. The Chair reported that someone is needed to cover cleaning during the school holidays.
- The Clerk reported that the PAT Testing for the whole building was due. This will be arranged with TN6 Electrical for the month of August.

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10. Receive dates of forthcoming Management Committee Meetings:

| | |
|--|--|
| Thursday 22 nd August 2024 | Thursday 19 th September 2024 |
| Thursday 17 th October 2024 | Thursday 21 st November 2024 |
| Tuesday 17 th December 2024 | |

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

11. To note any Health and Safety issues and record any risks.

None.

12. Any Other Business

- The Clerk updated the Committee on the Council's position in taking over Mark Cross Community Centre as Sole-Custodian Trustee. Mark Cross Community Centre Management Committee meetings are hoped to run back-to-back with Rotherfield Memorial Institute Committee meetings. The Clerk and Chair confirmed there is much less to do with the Mark Cross Community Centre as the charity leases the building rather than owns it.
- Cllr Richardson asked how long the Institute building would be closed if the work were to go ahead. The Chair confirmed it is likely to be closed for 7-9months.
- The Chair reported that she would update the Parish Council in their position as Sole Custodian Trustee.
- The Clerk confirmed that he had received a thank you note from two hiring organisations thanking the Committee for repairing the upstairs windows so that they now open.

Meeting Concluded: **8:15pm.**

Signed:

Date: