

**MINUTES OF THE ROTHERFIELD MEMORIAL INSTITUTE MANAGEMENT COMMITTEE MEETING  
HELD ON THURSDAY 6<sup>TH</sup> MARCH 2025 AT 18:00  
ON MICROSOFT TEAMS**

**Present:**

Cllr Beverley Johnstone (Chair)  
Cllr Peter Kember (Vice-Chair)  
Andy Miller

Sharon Turner  
Ruth Helliwell

Cllr Robert Harris  
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 Janice Richardson, Cllr Paul Beach, Robert Chesterton, Vicky Cheeseman, Cllr David Hiles & Jeff Thomas.

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 16<sup>th</sup> January 2025 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 he had attended a meeting with the architects, and the Chair will report back on this.
- The Clerk confirmed that he had approached Wealden District Council with regard to any additional CIL Monies to fund the windows. Wealden had no additional funds, so the Parish Council has agreed to fund the windows repair cost. Work on the windows commenced on the 3<sup>rd</sup> March.
- The Clerk reported that he had purchased three new tables for use at the institute. A new large bin was purchased for the Upper Hall.
- The Clerk confirmed that the Hall is now being cleaned twice a week.

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

**a. Discuss and review value engineering options.**

The Chair wished to discuss options for revising the cost estimate. Andy Miller asked if the project could be delivered in phases that could be funded individually. Cllr Kember agreed that this might be considered a sensible way forward. The Chair was anxious about phasing the project as this could result in higher costs overall.

An option presented was not to have the Kitchen extension. The Committee felt that a new kitchen could be fitted into the existing layout and not limit the potential use of the building.

Melanie suggested that we should start with what we consider the essentials in the costing report and work down to reduce costs. It was agreed that three of the most essential items required were the lift, stairs reorganisation and toilet refurbishment throughout the building.

The Chair suggested that consideration should also be given to whether the doors to the building could be delivered more cost-effectively. The fewer internal wall changes required, downstairs particularly, would also reduce the cost.

It was **RESOLVED** to arrange a meeting with RSA to review the project and what can be done to cut down the cost, taking note of the points raised earlier in the meeting. **Clerk** to arrange a meeting with RSA.

It was **RESOLVED** that the Chair, in conjunction with other members of the Management Committee, would investigate sources of grant funding that can be accessed.

**b. Discuss and review funding sources for the Restoration and Refurbishment Project.**

Cllr Harris reported on a conversation from the 27<sup>th</sup> February Parish Council Meeting regarding the cost of the project and funding this from a Public Works Loan Board. The Chair reminded the Management Committee that the cost of the project would come down and the cost estimate figures don't need to be taken as read.

The Chair explained to the Management Committee that there are legal hold-ups to the bequest that might result in the value of the bequest being less than initially expected. Cllr Harris felt that the Management Committee should not rely on this as a big source of funding.

It was **AGREED** that grant funding and fundraising would now be given a higher priority in funding the refurbishment project.

The Clerk confirmed that it was now the understanding that a Public Works Loan Board application would fall into the 2027/2028 financial year.

**c. Discuss and approve RIBA Stage 4 Costs to allow funding applications to be made.**

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

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The Chair confirmed that there were no intentions of proceeding beyond the RIBA Stage 4 at present, but this level of documentation is required to apply for grant funding.

**d. Other matters on the Restoration & Refurbishment Project.**

It was **RESOLVED** to record a vote of thanks to Douglas Johnstone for all the maintenance he has carried out on the building.

**6. Receive finance report for January 2025:**

The Clerk reported the Rotherfield Memorial Institute's financial position as at: 31<sup>st</sup> January 2025:

<b>Statement Balance on 31<sup>st</sup>January 2025</b>	<b>£5,922.15</b>
<i>2024/2025 Income as at 31<sup>st</sup> January 2025</i>	<b>£18,671.96</b>
<i>2024/2025 Expenditure as at 31<sup>st</sup> January 2025</i>	<b>£21,781.94</b>
<i>Profit/Deficit to date for 2024/2025</i>	<b>-£3,016.58</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 28<sup>th</sup> February 2025 total:

Library Room	46 Bookings
Upper Hall	239 Bookings.

The Clerk reported that two new regular bookings had come in over the last two months. The U3A Scottish Country Dancing group are using the Upper Hall as their new venue. Starting next month, singing lessons will take place every other week in the Upper Hall.

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

- Vicky reported that the Toastie Club at RSM had recently received a 5-star rating following a Food Safety Inspection.

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

Thursday 3 <sup>rd</sup> April 2025	Rotherfield Memorial Institute
Thursday 15 <sup>th</sup> May 2025	Rotherfield Memorial Institute
Thursday 5 <sup>th</sup> June 2025	Online Microsoft Teams
Thursday 3 <sup>rd</sup> July 2025	Rotherfield Memorial Institute
Thursday 4 <sup>th</sup> September 2025	Online Microsoft Teams
Thursday 2 <sup>nd</sup> October 2025	Rotherfield Memorial Institute
Thursday 6 <sup>th</sup> November 2025	Online Microsoft Teams

All meetings will start at 6:00pm

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## 10. Any Other Business

- The Clerk advised the Committee that the building was to be decorated as part of the parish VE Day 80<sup>th</sup> Anniversary events.

Meeting Concluded:

**Signed:**

**Date:**