



**MINUTES OF THE ROTHERFIELD MEMORIAL INSTITUTE MANAGEMENT COMMITTEE MEETING HELD ON  
THURSDAY, 3<sup>RD</sup> JULY 2025, AT 6:00PM  
IN ROTHERFIELD COMMUNITY HUB (MEMORIAL INSTITUTE)**

**Present:**

Cllr Beverley Johnstone (Chair)  
Cllr Peter Kember

Robert Chesterton  
Vicky Cheeseman  
Melanie den Brinker-Darby

Cllr Janice Richardson  
Cllr Robert Harris

**Committee Members Absent:**

Cllr David Hiles & Cllr Paul Beach

**Also Present:**

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

**1. Apologies for Absence**

Apologies were received from, Andy Miller, Ruth Helliwell and Sharon Turner.

It was **RESOLVED** that the reasons for the apologies be accepted.

**2. Appointment of a Vice-Chair of the Management Committee.**

The Clerk reported that this item would need to be held over as the nominated Committee Member was not present at the meeting.

**3. Declaration of personal, prejudicial, and disclosable pecuniary interests on items on the agenda.**

None.

**4. Resolve that the minutes of the meeting of the Rotherfield Memorial Institute Management Committee held on 15<sup>th</sup> May 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.

**5. Clerk's Update on previous actions**

- The Clerk confirmed that the architects had been notified of the agreed plans and the Committee's resolution to proceed to RIBA Stage 4.
- The Clerk reported that he had renewed the Rotherfield Memorial Institute Insurance.
- The Clerk reported that the Chair had successfully applied to the Chalk Cliff Trust and had received a grant of £5,000.00 towards the Hub's running costs.

*Last Edit: Thursday, 15 January 2026 12:25 pm*

**Clerk:** Adam J Hardy, 3 Trinity Mews, Mill Crescent, Crowborough, East Sussex TN6 2QU  
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- The Clerk confirmed that all hirers had been informed of the new hire rates, which had now come into effect.
- The Clerk confirmed that the Rotherfield Trust had been sent an update on the refurbishment project.

## 6. Receive updates and make decisions on the Restoration & Refurbishment Project:

*Documents relating to this item were circulated to Committee members before the meeting.*

The Chair addressed the Committee on her report. We are now waiting on quotes from possible MEP consultants so that one can be appointed and decisions can be made to get a more accurate build cost. This cost is needed for grant applications and for communication to residents.

The Chair reported that the grant application work was continuing. It is being reported that the Rotherfield Trust, which has agreed to a generous grant towards professional fees, is hoping to use up its remaining resources. It was **RESOLVED** to apply to the Rotherfield Trust for a grant to fund the new Kitchen part of the refurbishment project. **Chair** and **Vicky** to make the application. It was suggested that the Committee should also request the additional professional fee grant if possible. **Clerk** to enquire with Rotherfield Trust.

The Clerk reported that there were no updates on the residual beneficiary legacy that we are waiting on.

## 7. Receive the finance report for May 2025 & preparations for the presentation of the end-of-year accounts:

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

<b>Statement Balance on 31<sup>st</sup> May 2025</b>	<b>£3,710.24</b>
2025/2026 Income as at 31 <sup>st</sup> May 2025	£3,291.34
2025/2026 Expenditure as at 31 <sup>st</sup> May 2025	£4,604.70
Profit/Deficit to date for 2024/2025	<b>-£1,313.36</b>

- The Clerk reported that the grant from the Chalk Cliff Trust only reached the account in June so does not now show in the above figures.

The Committee **NOTED** the financial reports.

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The Clerk presented the following End of Year Accounts for 2024/2025:

	31.3.23	31.3.24	31.3.25
<b>INCOME:</b>			
Room Hire	£8,276.49	£9,179.96	£10,728.06
Grants		£4,893.75	£11,120.24
Fund raising			
<b>Total Income</b>	<b>£8,276.49</b>	<b>£14,073.71</b>	<b>£ 21,848.30</b>
Dec & Repair	£3,513.62	£7,513.22	£9,500.52
Fire Protection	£276.00	£693.08	£574.53
Electricity	£1,833.64	£2,839.38	£5,942.23
Gas	£1,833.63	£640.00	£1,545.27
Water	£335.78	£133.35	£643.84
Rates	£227.84	£119.73	£121.01
Insurance	£1,381.86	£1,322.72	£1,359.29
Cleaning	£3,525.90	£2,124.76	£3,292.50
Hallmaster	£238.80	£226.80	£253.00
Misc	£776.33	£606.79	£2,624.64
<b>Total Expenditure</b>	<b>£13,943.40</b>	<b>£ 16,219.83</b>	<b>£25,856.83</b>
<b>Surplus/Deficit</b>	<b>-£5,666.91</b>	<b>-£2,146.12</b>	<b>-£4,008.53</b>
Opening Bank	£16,845.16	£11,178.25	£9,032.13
Surplus/Deficit	-£5,666.91	-£2,146.12	-£4,008.53
Closing Bank	£11,178.25	£9,032.13	£5,023.60

It was **RESOLVED** to approve the End of Year Accounts for. 2024/2025.

#### 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 1<sup>st</sup> January 2024 to 30<sup>th</sup> June 2025 total:

Library Room	59 Bookings
Upper Hall	307 Bookings.

The Clerk reported that he had not had any complaints from hirers over the last two months.

#### 9. Discuss environmental sustainability in the form of: Reduce, Reuse, Recycle & Repurpose.

Vicky asked the Committee to think about ways to improve the sustainability of the Community Hub. Suggestions were made on the following areas:

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- Hand towels or dryers rather than paper towels.
- Recycling bins are throughout the building.
- Closing of windows.
- Leaving lights on.
- How best to heat the offices in the building?

It was **AGREED** that the Committee would review these options over the coming months.

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

- The Clerk reported that all the light units in the cellar had blown out, causing the light bulbs to shatter. The units have been replaced with LED alternatives.

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

Thursday 4 <sup>th</sup> September 2025 – <b>7:00pm on Zoom</b>
Thursday 2 <sup>nd</sup> October 2025
Thursday 6 <sup>th</sup> November 2025

All meetings will start at 6:00pm at Rotherfield Memorial Institute unless otherwise indicated.

#### 12. Any Other Business

- Vicky and the Clerk suggested to the Committee that the rebranding to the Community Hub needed to start soon. This will aid us with grant applications and more community use.

Meeting Concluded: **7:06pm**

**Signed:**

**Date:**

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