

**MINUTES OF THE ROTHERFIELD MEMORIAL INSTITUTE MANAGEMENT COMMITTEE MEETING  
HELD ON THURSDAY, 4<sup>TH</sup> SEPTEMBER 2025 AT 7:30PM  
VIA ZOOM**

Cllr Beverley Johnstone (Chair)  
Andy Miller

**Present:**

Cllr David Hiles  
Vicky Cheeseman

Melanie den Brinker-Darby  
Cllr Janice Richardson

**Committee Members Absent:**

**Also Present:**

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

**1. Apologies for Absence**

Apologies were received from Cllr Peter Kember, Cllr R Harris, Sharon Turner, Ruth Helliwell, Robert Chesterton and Cllr Paul Beach,

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

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

The Chair reported that Cllr David Hiles had been nominated as Vice-Chair for the Management Committee.

It was **RESOLVED** to appoint David Hiles.

**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 3<sup>rd</sup> July 2025 be taken as read, confirmed as a correct record, and signed by the Chair.**

The Clerk reported that the minutes of the last meeting had not been circulated. They will be put forward for adoption at the 2<sup>nd</sup> October meeting.

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

- The Clerk reported that the Committee, via email, had appointed DCS Structural Engineers and they had already been out to look at the building.

*Last Edit: Thursday, 15 January 2026 12:26 pm*

**Clerk:** Adam J Hardy, 3 Trinity Mews, Mill Crescent, Crowborough, East Sussex TN6 2QU  
**Tel:** 07969512099. Email: [Clerk@rotherfieldparishcouncil.co.uk](mailto:Clerk@rotherfieldparishcouncil.co.uk)  
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## 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 updated the Committee that the Structural Survey related to the proposed works had been completed. The report has been received and will be circulated. The Clerk confirmed that Tom, from Robert Shreeve Associates (RSA), will now share it with B&M, and a revised costing will be produced. Cllr D Hiles will also review the report.

Vicky and the Clerk reported that a large amount of debris and detritus has been stacked against the walls and windows adjoining Rotherfield Stores. It was **RESOLVED** that Cllr R Harris would raise this with the owners of Rotherfield Stores.

The Chair reported that grant funding investigations were still ongoing. We are awaiting an update on Wealden District Council's CLIF fund and the best approach to take with an application.

The Chair reported that she had received communications from a Parish Councillor who had witnessed hedgehog activity around the Institute. She had spoken with Folly Wildlife, and as part of our environmental awareness, we should have a proper hedgehog house for the location. Cllr J Richardson said that her husband would be willing to build one to go underneath the emergency exit staircase. **Clerk** to share possible designs with Cllr J Richardson.

The Chair reported that the Memorial Institute would be displaying items for the upcoming Heritage Open Days Week at St Denys' Church.

The Chair presented the MEP reports that had been received for the refurbishment project. It was **RESOLVED** that G Tech and Bexhill Electrical (combined) be appointed MEP consultants. **Clerk** to advise Tom at RSA.

## 7. Receive the finance report for July 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> July 2025:

<b>Statement Balance on 31<sup>st</sup> July 2025</b>	<b>£7,622.80</b>
2025/2026 Income as at 31 <sup>st</sup> July 2025	£10,276.28
2025/2026 Expenditure as at 31 <sup>st</sup> July 2025	£7,676.80
<b>Profit/Deficit to date for 2025/2026</b>	<b>£2,600.20</b>

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 1<sup>st</sup> January 2025 to 31<sup>st</sup> August 2025 total:

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Library Room	75 Bookings
Upper Hall	515 Bookings.

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

None.

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

Thursday 2 <sup>nd</sup> October 2025 – in person meeting – 7:00pm
Thursday 6 <sup>th</sup> November 2025 -

**11. Any Other Business**

- The Clerk updated the Committee that the RMI Cleaner would now be cleaning the RSM Office as well. An arrangement has been made with RSM, with the cleaner being paid by RMI, and then the Clerk would invoice for the time spent cleaning the RSM office.
- It was **AGREED** that paper towels will no longer be provided in most of the building, only in the kitchen. The public will be advised to use the hand dryers.
- Vicky reported that 3VA has contacted RSM through their new Community Engagement Officer, who specialises in Community Hub Work. It was **agreed** to invite them to make a short presentation to the 6<sup>th</sup> November Management Committee meeting.
- The Chair reported that the Rotherfield Trust has been approached about funding the kitchen refurbishment. Howdens has provided an outline quote for the cost of the work.
- The Chair reported that there was no further update on the residual beneficiary legacy. It was **agreed** that we would ascertain our legal position as beneficiaries and what information we are entitled to. A formal letter would then be sent to the executors requesting an update and copy of the estate accounts. **Clerk** to take advice.

Meeting Concluded: **8:49pm**

**Signed:**

**Date:**

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