



**MINUTES OF THE ROTHERFIELD MEMORIAL INSTITUTE MANAGEMENT COMMITTEE MEETING
HELD ON THURSDAY, 5TH FEBRUARY 2026 AT 7:00PM
IN THE LIBRARY ROOM AT COMMUNITY HUB (MEMORIAL INSTITUTE)**

Present:

Cllr Beverley Johnstone (Chair)
Cllr Robert Harris
Melanie den Brinker-Darby

Cllr David Hiles
Cllr Janice Richardson

Robert Chesterton
Ruth Helliwell

Committee Members Absent:

None.

Also Present:

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

1. Apologies for Absence

Apologies were received from Sharon Turner, Vicky Cheeseman, Cllr Paul Beach, Andy Miller and Cllr Peter Kember.

It was **RESOLVED** that the reasons for the 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 Rotherfield Memorial Institute Management Committee meetings held on Thursday, 15th January 2026, be taken as read, confirmed as a correct record, and signed by the Chair.

It was **RESOLVED** that the minutes were an accurate record and signed by the Chair.

4. Clerk's Update on previous actions.

- The Clerk confirmed that he had contacted Andi Jaffy to begin the arrangements for a community engagement event for the Rotherfield Community Hub.
- The Clerk has confirmed with Wealden District Council that it will not be collecting a food bin from the Rotherfield Memorial Institute, as we have a commercial waste contract.
- The Clerk reported that the Fire Alarm work is in progress at the Institute.
- The Clerk confirmed that the whole building rate of £15per hour had been offered and accepted by the Rotherfield Players.

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Clerk: Adam J Hardy, 3 Trinity Mews, Mill Crescent, Crowborough, East Sussex TN6 2QU
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- The Clerk confirmed that the new noticeboard for the Upper Hall had been purchased and installed. The Clerk thanked Douglas Johnstone for completing this work.
- The Clerk reported that he was still trying to find a solution to repairing the guttering on the front of the building. All companies approached so far were only willing to work on the front of the building with the installation of scaffolding. Cllr Robert Harris suggested approaching Ultralite to see if we could arrange the use of a cherry picker. **Clerk** to enquire.

5. Receive the finance report for January 2026.

The Clerk reported that he had not yet received the bank statements for January 2026, so a full report would be made at next month's meeting. The bank balance as at 4th February 2026 is: £9,968.01

The Committee **NOTED** the financial reports.

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

Documents relating to this item had been circulated to members ahead of the meeting.

The Chair notified the committee that she would take items 6 & 7 together.

The Chair explained that the main part of this evening's meeting was to agree on the contractors to approach to tender for the refurbishment project. Each committee member was invited to share their views on the suggested contractors.

It was **RESOLVED** to invite the following to tender:

- Hawes Construction Group
- Watts Construction
- Cheesmur Construction
- Pilbeam Construction
- Fowler Building Contractors

Clerk to inform RSA and B&M of the committee's decision.

7. Discuss and resolve the appointment of contractors for the tender for the refurbishment project.

As per the item above.

8. Receive updates on bookings.

In addition to the regular use of the Memorial Institute by Rotherfield St Martin and the Parish Council Office, bookings from 1st January 2025 to 31st January 2026 total:

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Library Room	94 Bookings
Upper Hall	628 Bookings.

The committee **NOTED** the bookings.

9. Discuss arrangements for making a Community Hub Video.

The Chair informed the committee that she would be making a Community Hub video to raise the Hub's profile and support the grant application process. Filming will begin on Monday, 9th February, and Robert Chesterton agreed to attend and be interviewed. Other committee members may be called upon to contribute. The Clerk will edit the video and share it with committee members before publication.

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

Cllr Robert Harris requested that, during periods of non-use, such as the Christmas Holidays, a rota be arranged to check the building for burst pipes and other potential H&S issues. **Clerk** to arrange this moving forward.

11. Receive dates of forthcoming Management Committee Meetings:

Thursday 5th March 2026, 7:00pm in the Library Room at Rotherfield Community Hub (Memorial Institute).

12. Any Other Business

- It was suggested that the committee should explore options for making more use of the building during the time that RSM and RPC have their Christmas break.
- The Clerk explained that the regular Tuesday evening and Friday morning Yoga classes are moving to the Village Hall. The Committee discussed the reasons for this booking moving away. It was suggested that blinds and warmer lighting could make a difference to those considering hiring the Upper Hall. Committee to bear this in mind and review in six months.
- The Clerk asked if the committee was happy that Kennedys continue to hold a set of keys for the Hub for use in an emergency. It was felt that enough committee members now had keys that this may not be necessary. **Clerk** to discuss with Vicky Cheeseman and report back.
- Cllr Janice Richardson asked what we could do to attract more use of the Hub. It was **RESOLVED** that we should advertise in the Parish Magazine and send a monthly report called "What's on at the Hub?". **Clerk** to action for the March Parish Magazine.
- Cllr Robert Harris asked if there was an update on a possible Youth Club. The Chair agreed to meet with the resident who raised this to see if it could be moved forward. **Cllr Beverley Johnstone** to arrange a meeting.

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- It was suggested that a focus on public buildings be at the Parish Assembly this year. Encouraging their use by the community. Cllr Janice Richardson said she would take this back to the Parish Council's Communications & Events Committee.
- Ruth Helliwell and Cllr Janice Richardson commented that they felt that the Library Room still felt very plain and could do with furnishings to make it more popular with hirers. It was suggested that curtains or blinds would help. **Ruth Helliwell** to look at solutions for this.

Meeting Concluded: **8:25pm**

Signed:

Date:

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