

**MINUTES OF THE MEETING OF THE TRUSTEES TO THE FRAMFIELD
MEMORIAL HALL AND, RECREATION GROUND TRUST.
CHARITY REGISTRATION NO: 305228
HELD AT THE MEMORIAL HALL, FRAMFIELD,
ON TUESDAY, 21 JUNE 2011 AT 7 PM**

Present	Maria Naylor (Chairman) Selina Allen Richard Brocklebank Myran Eade	Peter Friend John Mordaunt Rob Newton (Vice Chairman) Ian Paisley
In attendance	Ann Newton – Parish Clerk (Officer to the Trust)	Members of the Public – none. Members of the Press – none.

(The minutes are detailed in the order in which they appeared on the agenda but not necessarily the order in which they were taken at the meeting. A copy of all the reports mentioned will be attached to the minutes for the minute book).

1. Apologies for Absence

Felicity Groves.

2. Declarations of Interest

Councillors to give notice of declarations of personal and prejudicial interests in respect of items on the agenda. There were none.

3. Minutes of the Last Meeting

The minutes of the last meeting of the Trust held on 22 February 2011 had been circulated to all councillors and were adopted as read.

4. Matters arising

- **Gated access to the recreation ground** – the Clerk reported that this had now been completed satisfactorily.

5. Correspondence

- Jeffers Goggin – the Clerk reported that Mr Goggin had requested that the Trustees give consideration to placing a further, third, dog bin on Framfield recreation ground near to the entrance from Framelle Mount. Following discussion, the meeting agreed that they would retain the status quo at the current time with two bins and perhaps monitor the situation, but potentially move one if necessary.
- Big Lottery Fund (Framfield play area) – the Clerk reported that this had been unsuccessful at the shortlisting stage.
- Dawson Hart – the Clerk reported that all the land registration work had now been completed by Dawson Hart. The Land Registry no longer issue Land Certificates in hard copy but Dawson Hart have a computerised register of everything which falls under the Trustees' jurisdiction.
- Graham Pope – the Clerk reported that Graham Pope had written with several issues most of which are covered under other items of the minutes and the PC FGP minutes. In brief:-
 - The PC FGP Committee had given consideration to his request to increase the PC grant to both refurbishment projects from £5,000 to £10,000 but due to the low level of reserves felt that this was not possible at the current time.
 - The VAT position has been clarified and all funds raised for the refurbishment projects should be accounted for and held by the relevant Trust. It will not therefore be possible to claim back VAT on any expenditure. Gift Aid can however be set up. **FF ACTION 001 – JR.**
 - There is to be a final meeting, the AGM of the Memorial Hall Management Committee, in its current form on 11 July 2011. [Post meeting note – date change to Tuesday, 19 July 2011]. **FF ACTION 002 – RN/AN.**
 - Some emergency works are required to the Hall – detailed under item 7 below.
 - Graham would like purchased some decent chairs. The Clerk stated that she had found a website with some second-hand furniture which she would pursue. **FF ACTION 003 – AN.**

The Clerk would reply formally to Graham with the answers to his queries. **FF ACTION 004 – AN.**

6. Finance

- **Contracts of employment for employees of the Trust – update.** The Clerk reported that the FGP Committee had approved the documentation and there were only a couple of revisions to make prior to implementation. **FF ACTION 005 – AN.**
- **Regularise position of Caretaker in the Hall.** The Clerk asked that the Trustees endorse a recommendation from the FGP Committee to formally employ Brian Short as Caretaker to both Halls. Full details are in the FGP minutes. The meeting endorsed this recommendation. **FF ACTION 006 – AN.**
- **Booking/charging for the use of the ground etc – update (football clubs).** The Clerk reported that both football clubs had signed the hire agreement and paid the annual fee for 2010/11. The registration agreement was still to be finalised but it was anticipated that they both required 25 years. **FF ACTION 007 – AN.**
- **Approval of the year end accounts (31 March 2011).** These were approved as read (RB/PF).
- **Schedules of expenditure as at 31 May 2011 (Trust and Hall) -** these were adopted as read.
- **Formal agreement of the April, May and June 2011 payments/disbursements as detailed on the report circulated at the meeting (RN/RB).** *Salary figures have been removed.*

<u>April - Trust</u>	£
<u>Cheques dated prior to 1 April 2011</u>	
SE Water (water rates)	13.24
Southern Water (foul water charge - period September-March)	26.45
<u>April - Memorial Hall</u>	
WDC (annual bin charge)	197.60
Mrs Mary Short, Bookings Clerk:	XX.XX
Mrs Lisa Parsons, Cleaner:	XX.XX
<i>Both salaries paid net of deductions.</i>	
HMRC: April tax for Cleaner and Bookings Clerk	30.00
<u>Cheques received</u>	
<u>Memorial Hall</u>	
Wealden FC	275.00
<u>Fundraising 'account' – FF</u>	
Donation from FF Stagers (Panto at the OK Corral)	700.00
<u>May - Hall Expenditure</u>	
Mrs Mary Short, Bookings Clerk:	XX.XX
Mrs Lisa Parsons, Cleaner:	XX.XX
<i>Both salaries paid net of deductions.</i>	
HMRC: May tax for Cleaner and Bookings Clerk	30.00
<u>June Hall Expenditure</u>	
Mrs Mary Short, Bookings Clerk:	XX.XX
Mrs Lisa Parsons, Cleaner:	XX.XX
<i>Both salaries paid net of deductions.</i>	
HMRC: June tax for Cleaner and Bookings Clerk	30.00

7. Report from the Chairman of the Memorial Hall Committee

- **AGM: Monday, 11 July 2011, 7 pm.** Rob Newton stated that this would be the last meeting in the current format. [Post meeting note: the date has been changed to Tuesday, 19 July 2011].
- **Emergency works.** The Clerk reported that works were needed to the Hall as detailed in Graham Pope's email as follows:- showers in one changing room need replacing and those in the other need repairing. The home changing room needs repairs to the floor tiles. The WC's in the Hall need painting. The Trustees agreed that the Clerk should ask Brian Short to obtain quotes for the work as soon as possible. **FF ACTION 008 – AN.**
- **External tidy-up.** The Clerk reported that the handyman has been asked to give the outside area of the Hall a thorough tidy up imminently followed up by a further one before the Summer Show. The chairs had been removed and the shed would disappear shortly.

8. Framfield Allotments Trust.

- **Tenancy Agreements.** The Clerk reported that the tenancy agreements had been issued and all returned except three to date. **FF ACTION 009 – AN.**
- **Fencing** – the fencing had been completed and there was an invoice outstanding for £685.50. She explained that there were enough funds to cover the cost in the charity account but there was no cheque book! The Clerk was given delegated authority to pay the invoice by the best possible means and change the account for one that is more manageable. **FF ACTION 010 – AN/JR.**

9. Any Other Business at the Discretion of the Chairman

- Myran Eade stated that some roof tiles had been piled up behind the storage container. These were thought to be from the bus shelter which had been demolished in Blackboys. Unless there was an alternative location to store them, they would remain and the situation monitored.
- Selina Allen commented on two items: the gate into the recreation ground from the track needs re-hanging – the Clerk said that she would contact the handyman. **FF ACTION 011 – AN.** Secondly Selina asked for the Trustees approval to agreeing that she could move forward to obtain funding for the play area on the basis of only two quotes, one of which had been picked as the preferred option by the residents. This was agreed. **FF ACTION 012 – SA.**

10. Date of Next Meeting, Tuesday, 27 September 2011, at the Memorial Hall, Framfield, commencing at 7 pm.

The meeting closed at 7.40 pm.

Chairman..... Date