

**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, 27 SEPTEMBER 2011 AT 7 PM**

Present Maria Naylor (Chairman)
Selina Allen John Mordaunt
Myran Eade Rob Newton (Vice Chairman)

In attendance Ann Newton – Parish Clerk Members of the Public – none.
(Officer to the Trust) 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

Richard Brocklebank, Peter Friend and Ian Paisley.

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 21 June 2011 had been circulated to all councillors and were adopted as read.

4. General Correspondence

There was none.

5. Finance

- **Schedules of expenditure as at 31 August 2011 (Trust and Hall)** - these were adopted as read.
- **Formal agreement of the payments/disbursements since the last meeting as detailed on the report circulated at the meeting (RN/SA).** *Salary figures have been removed.*

Framfield Memorial Hall Expenditure

August

PRS for Music (Performing Rights licence)	155.22
Mrs Mary Short, Bookings Clerk	XX.XX
Mrs Lisa Parsons, Cleaner	XX.XX
Mr Brian Short, Caretaker	XX.XX

All salaries paid net of deductions

HMRC: tax for Cleaner, Bookings Clerk and Caretaker	66.00
Lee Thomas (painting of WC)	400.00
FibreCare Services Ltd (fire-proofing of Hall curtains)	300.00
K J Parsons Building Services (works to showers etc)	914.40

September

Mrs Mary Short, Bookings Clerk	XX.XX
Mrs Lisa Parsons, Cleaner	XX.XX
Mr Brian Short, Caretaker	XX.XX

All salaries paid net of deductions

HMRC: tax for Cleaner, Bookings Clerk and Caretaker	41.00
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6. Recreation Ground

- **Matters arising**

FF 011	Recreation ground – Clerk to inform handyman of the repair required to the gate from the track. This had been done.
FF 012	Selina Allen was given agreement to move forward to obtain funding for the replacement play area on the basis of two quotes only. Ongoing.

- **Any other recreation ground business**
There was none.

7. Memorial Hall

- **Matters arising**

FF 002	Final meeting of the Memorial Hall Management Committee. This had been held.
FF 003	Clerk to source some new chairs for the Hall. This had been done.
FF 004	Clerk to reply formally to Graham Pope with regard to his queries. This had been done.
FF 005	Clerk to finalise and send out contracts of employment etc to Hall staff. This had been done.
FF 006	Clerk to send our formal paperwork to Brian Short as the new Caretaker. This had been done.
FF 007	Booking/charging for the use of the ground etc. Football clubs still to finalise registration agreement. The Clerk stated that Graham Pope had asked for and been sent again the registration papers with a 25-year registration period stipulated. <u>ACTION: FF 013 – CLERK.</u> (Both football clubs have signed and paid the annual hire agreement fee for 2010/11 – the fee for 2011/12 is due in the autumn once they have received their membership subscriptions).
FF 008	Emergency works. Clerk to request that Brian Short obtains quotes for works to Hall. This had been done and the works completed during the holidays.

- **Refurbishment** – update/progress if available/matters arising.

FF 001	Hall refurbishment - RFO to set up Gift Aid. This is still to be done as there has been a delay as the Clerk is waiting for the title deeds from the solicitors which are needed for the process. <u>ACTION: FF 014 – CLERK/RFO.</u>
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- **Any other Hall business**

- Application for a variation of the Premises Licence. The Clerk reported that in order to extend the number of TENS allowed within the Hall a variation was being applied for. It would also remove the 'baggage' brought from the old licence when it was 'grandmothered' across from the previous system to the new. **ACTION: FF 015 – CLERK.**

8. Framfield Allotments Trust

- **Matters arising**

FF 009	Framfield Allotments – Tenancy Agreements. Clerk to chase up those who have not replied. The Clerk reported that there was still one outstanding tenant who would be chased again. There were various issues with tenants wishing to enlarge their plots etc. The Clerk would call on either Richard Brocklebank or John Mordaunt if there were any further queries. <u>ACTION: FF 016 – CLERK/RB/JM.</u>
FF 010	Framfield Allotments – Clerk to pay invoice for fencing prior to closure of previous account. This had been done.

- **Any other Allotment Trust business**

- The Clerk reported that the new account had been set up and she would ask Jan Riddle to work out exactly what monies were available to transfer across from the Parish Council as the closing cheque had been paid into the PC account along with the allotment rents. The fencing invoice would obviously have to be deducted from this amount. **ACTION: FF 017 – CLERK/RFO.**

9. Any Other Business at the Discretion of the Chairman

- ROSPA Report – any update from Selina Allen. Selina stated that there was nothing urgent – no high priorities.

10. Date of Next Meeting, Tuesday, 29 November 2011, at the Memorial Hall, Framfield, commencing at 7 pm.

The meeting closed at 7.30 pm.

Chairman..... Date