

**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, 29 NOVEMBER 2011 AT 7 PM**

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

There were none.

### **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 27 September 2011 had been circulated to all councillors and were adopted as read.

### **4. General Correspondence**

- Digley Associates – the meeting was in agreement that the Clerk should investigate this alternative company to carry out the annual inspections on the recreation grounds. **ACTION: FF 018 – CLERK.**

### **5. Finance**

- **Schedules of expenditure as at 31 October 2011 (Trust and Hall) -** these were adopted as read (RN/SA)
- **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 Trust

Blackboys Trust (incorrectly paid into Framfield Trust account)	28.00
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#### Framfield Memorial Hall Expenditure

##### Cheques to be paid

FibreCare Services Ltd (second half of curtain fireproofing bill)	120.00
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: November tax for Cleaner, Bookings Clerk and Caretaker	35.00
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##### Cheques received

Wealden Colts – fee for 2011/12 football season - £275.00.

### **6. Recreation Ground**

- **Matters arising** – there was none.

- Any other recreation ground business - there was none.

## 7. Memorial Hall

- Matters arising

FF 013	Booking/charging for the use of the ground etc. Football clubs still to finalise registration agreement. Update on 2011/12. The Clerk reported that no registration fees had been received from either Club but that the Wealden Colts had sent in their rent for the 2011/12 season. <b><u>ACTION: FF 019 – ongoing.</u></b>
FF 015	Application for a variation of the Premises Licence. Clerk to meet with WDC Licensing Department. This was still to be done. <b><u>ACTION: FF 020 – CLERK.</u></b>

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

FF 001	Hall refurbishment - RFO to set up Gift Aid. This is still to be done. <b><u>ACTION: FF 021 – RFO.</u></b>
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- Any other Hall business

- H&S Risk Assessment. The meeting agreed that the assessments should go ahead for a total cost of £450.00 plus VAT. Clerk to implement preferably in the school holidays. **ACTION: FF 022 – CLERK.**
- 2012 meeting dates – the meeting agreed with the Clerk’s suggestion that the list should be circulated to Hall Representatives with relevance to the Hall section in each meeting so that they could attend if they so wished. **ACTION: FF 023 – CLERK.**

## 8. Framfield Allotments Trust

- Matters arising

FF 016	Framfield Allotments – Tenancy Agreements. Clerk to chase up those who have not replied. The Clerk reported that she has basically given up this year (!), but when new tenancy agreements were issued for the following year, they would only be issued to the current paid up tenants. There was currently not a waiting list. <b><u>ACTION: FF 024 – CLERK.</u></b>
FF 017	Jan Riddle to sort out Framfield Allotments account. This was still to be done. <b><u>ACTION: FF 025 – RFO.</u></b>

- Any other Allotment Trust business – there was none.

## 9. Any Other Business at the Discretion of the Chairman

There was none.

## 10. Date of Next Meeting, Tuesday, 28 February 2012, at the Memorial Hall, Framfield, commencing at 7 pm.

*The meeting closed at 7.30 pm.*

**Chairman..... Date .....**