

**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, 24 APRIL 2012 AT 7 PM**

Present Rob Newton (Acting Chairman) Peter Friend [part]
 Selina Allen Felicity Groves
 Richard Brocklebank John Mordaunt
 Myran Eade

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

Representatives of the users of the Memorial Hall were in attendance, namely Darren Cosshall (Stagers), Alayne Jenkins (Horticultural Society), David Jenner (FF&BB Football Club), plus Lisa Parsons (Cleaner) and Brian Short (Caretaker).

(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

Jeff Goggin, Maria Naylor (Chairman) and Ian Paisley. Rob Newton (Vice Chairman) took the Chair in Maria's absence.

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 28 February 2012 had been circulated to all councillors and were adopted as read.

4. General Correspondence

There was none other than what was dealt with under specific headings on the agenda.

5. Finance

- **Schedules of expenditure as at 31 March 2012 (Trust and Hall)** - these were adopted as read (FG/JM).
- **Formal agreement of the April payments/disbursements as detailed on the report circulated at the meeting** (FG/JM). *Salary figures have been removed.*

Framfield Memorial Hall Expenditure

<u>Cheques to be paid</u>	£
WDC (annual charge for refuse bin 2012/13)	218.40
Preventafire (replacement extinguisher)	101.40
South East Water (Hall) [31/3/12]	53.70
EDF Energy Customers plc (Hall)	170.00
Mrs Mary Short, Bookings Clerk	XX.XX
Mrs Lisa Parsons, Cleaner	XX.XX
Mr Brian Short, Caretaker	XX.XX
<i>All salaries paid net of deductions</i>	
HMRC: Tax for Cleaner, Bookings Clerk and Caretaker	XX.XX

Cheque 200098 VOID

6. Recreation Ground

- **Matters arising.**

- Goal post – removal – as detailed on PC agenda – (PC 068 – SA). Selina Allen reported that the goal post had been deemed as unsafe and seemed to be the responsibility of Laurie Breeds. Maria Naylor had made contact with him but the post had still not been removed. Lisa Parsons offered to ask her husband who is involved with the football. **ACTION: FF 036 – LP.** [Post meeting note: Maria Naylor stated at the following PC meeting that she would also follow it up again with Laurie Breeds. **ACTION: FF 037 – MN**].

- **Any other recreation ground business.**

- The Clerk reported that she had been passed by Ian Paisley a frame containing some of the individual markers which marked the trees on the recreation ground with the names of the soldiers who fell in World War I – a memorial plaque was placed near the entrance to the ground several years previously to commemorate the soldiers as most of the individual plaques had disappeared. Once the paperwork has been found, a decision needs to be made whether to remount the plaques and put them in the Church or Memorial Hall. **ACTION: FF 038 – CLERK.**
- Alayne Jenkins asked what the charge to the Horticultural Society would be for this year. The meeting agreed that it would remain the same as last year at £80.00. (JM/SA).

7. Memorial Hall

- **Matters arising**

FF 028	Application for a variation of the Premises Licence. Clerk to meet with WDC Licensing Department. This was still ongoing. <u>ACTION: FF 039 – CLERK.</u>
FF 029	Clerk to furnish David Jenner with a copy of the H&S Risk Assessment. This had been done.
FF 030	Pyrotech – update over invoice. The Clerk reported that following further discussion Pyrotech had dropped the charge.
FF 032	Jan Riddle to confirm with Mary Short the charge made to the Stagers for last year. This had been done.

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

FF 026	Jan Riddle to move across the earmarked £5,000 from the Hall account to fundraising section of the account. This was still to be done. <u>ACTION: FF 040 – JR.</u>
FF 027	Gift Aid – this was in hand – update if available. Jan Riddle stated that this was still in the hands of HMRC. <u>ACTION: FF 041 – JR.</u>
FF 033	Graham Pope to provide some publicity for the next (June/July) magazine. The Clerk stated that she would discuss this with Graham for the next issue. <u>ACTION: FF 042 – CLERK.</u>
FF 034	A VAT expert to be contacted at some point to see if there is any advantage in registering the Hall for VAT.

- **Any other Hall business**

- Storage – Framfield Stagers. Darren Cosshall and David Jenner explained the recent communications over the use of some of the areas in the Hall for storage. Although all members of the Trust had been copied in on all the emails, the Clerk outlined the issues which had arisen. The Stagers were assured that if they come to the Trustees prior to the commencement of rehearsals for next year's production, a storage area will be found, although use of the area under the stage is deemed a fire risk.

8. Framfield Allotments Trust

- **Matters arising**

FF 031	Clerk to issue tenancy agreements. This had been done.
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- **Any other Allotment Trust business.**

- Letter from an allotment tenant – the Clerk briefly outlined an issue between one of the tenants and a friend who sub-lets within his dedicated area. The meeting agreed that the

main tenant should remain the same as he settles the fee. The sub-tenant could be issued another plot if she wishes to have an area in her own name. **ACTION: FF 043 – CLERK.**

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

- Blackboys Trust - Blackboys Cricket Club – hosepipe exemption. All members present had been copied into the email correspondence. Following discussion the meeting agreed that for the reasons stated in the email communications, that if the Club feel it necessary to use a hosepipe, they should first contact one of the Trustees so that authorisation can be given to do so. This leaves an appropriate audit trail should any complaints be received from either residents or SE Water. The Exemption from restricted use is not a carte blanche invitation to use a hosepipe, every effort should be made to use a watering can, particularly as there is only on average one game a fortnight on the grounds meaning that any remedial maintenance can be done over the intervening fortnight.

10. Date of Next Meeting, Tuesday, 26 June 2012, at the Memorial Hall, Framfield, commencing at 7 pm.

The meeting closed at 7.45 pm.

Chairman..... Date

Copies to:

Representatives

Darren Cosshall (Framfield Stagers)
Alayne Jenkins (Horticultural Society)
David Jenner (Framfield & Blackboys Football Club)
Graham Pope (Village Representative)
Sandy Rogers (Village Markets)

Employees:

Lisa Parsons (Cleaner)
Mary Short (Bookings Clerk/Caretaker)
Brian Short (Caretaker)