

**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, 25 SEPTEMBER 2012 AT 7 PM**

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<b>Present</b>	Maria Naylor (Chairman)	Jeff Groves
	Richard Brocklebank	John Mordaunt
	Myran Eade	Rob Newton (Vice Chair)
	Peter Friend	Ian Paisley
	Jeff Goggin	

<b>In attendance</b>	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 Lisa Parsons (Cleaner), Sandy Rogers (Village Markets), Brian Short (Caretaker), Mary Short (Bookings Clerk) and Darren Cosshall (Stagers)

*(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**

Selina Allen.

### **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 26 June 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 August 2012 (Trust and Hall)** - these were adopted as read (PF/JM). David Jenner asked that the donation denoted as being made by himself should actually read that the amount was a donation from the Cleve Close Jubilee Street Party. **ACTION: FF 052 – RFO.**
- **Formal agreement of the August/September payments/disbursements as detailed on the report circulated at the meeting (RN/JM).** *Salary figures have been removed.*

<u>Framfield Memorial Hall Expenditure (May/June)</u>	£
<u>Cheques already paid</u>	
Mrs Ann Newton (reimbursement of costs of loo rolls)	5.39
Hudsons Electrical Services (further electrical repairs to kitchen)	218.25
Performing Rights Society Ltd (PRS licence for Hall)	450.60
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

### Cheques to pay

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

- The meeting agreed to put the year-end accounts on the agenda next time. **ACTION: FF 053 – CLERK.**

## 6. Recreation Ground

- **Matters arising.**

FF 044	Gate – now complete.
FF 045	Removal of multi-gym – now complete.

- **Any other recreation ground business.**

There was none.

## 7. Memorial Hall

- **Matters arising**

FF 046	Memorial plaque – update. The Clerk stated that she had passed the details onto David Jenner representing the British Legion. <b><u>ACTION: FF 054 – DJ/CLERK.</u></b>
FF 047	Application for a variation of the Premises Licence. Clerk to meet with WDC Licensing Department. This was now in hand. <b><u>ACTION: FF 055 – CLERK.</u></b>
FF 050	Brian Short given go-ahead to ask an electrician to look at the kitchen lighting. This had been done.
FF 051	Brian Short given the go-ahead to organise the annual fire-extinguisher check. This had been done.
FF 052	Clerk to look into the purchase of a vacuum cleaner for the Hall. Jeff Goggin had sourced a cleaner for £120.00.

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

FF 048	Graham Pope to provide some publicity for the next magazine. This had been done.
FF 049	Convene a meeting to discuss moving forward. This was still to be arranged on Graham's return from holiday. <b><u>ACTION: FF 056 – JM/GP/CLERK.</u></b>

- **Any other Hall business**

- Mary Short informed the meeting that the instructor for the Zumba class wished to put up a banner. This would only be whilst the class was in progress. Mary was given the go-ahead to give them permission. **ACTION: FF 057 – MS.**
- Sandy Rogers updated the meeting on the profits of the Village Market - £784.90 has been raised from January to September this year. Sandy also asked if the rear (front) door could be looked at and preferably replaced. **ACTION: FF 058 – BS/CLERK.**
- Darren Cosshall reported on behalf of the Stagers that there would be no pantomime in February but instead a show, so not so much hire would be needed for practices etc.
- The Clerk on behalf of Selina Allen representing the School asked if the Trustees would consider the shared purchase of a projector with the possibility of a permanent screen in the hall. The Trustees would need more details and were doubtful as to the potential positioning of a screen. **ACTION: FF 059 – SA/CLERK.**
- The Clerk would also approach the School regarding the shared cost of permanent stage lighting as discussed previously. **ACTION: FF 060 – SA/CLERK.**
- The School were given permission to site a Christmas tree on the stage as long as the lights were turned off and unplugged when no one was in the hall and it was removed after the end of the school term. **ACTION: FF 061 – SA/CLERK.**
- Selina Allen was given permission to put a Christmas tree up at the front of the Hall – Tree of Light. The service would be on 2 December 2012. **ACTION: FF 062 – SA/CLERK.**

## 8. Framfield Allotments Trust

- **Matters arising**

FF 043	Clerk to contact tenant with tenancy problems and offer another plot if necessary. This had been done.
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- **Any other Allotment Trust business.**  
There was none.

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

- Jeff Goggin asked if there was any intention to paint the Hall. It was thought that three quotes could be obtained to ascertain the price bearing in mind that the refurbishment works were planned. **ACTION: FF 063 – BS/CLERK.**
- The school would be asked if the radiator covers could be removed. **ACTION: FF 064 – SA/CLERK.**

## 10. Date of Next Meeting, Tuesday, 27 November 2012, at the Memorial Hall, Framfield, commencing at 7 pm.

*The meeting closed at 7.30pm.*

**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)