

**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, 26 JUNE 2012 AT 7 PM**

Present Richard Brocklebank(Acting Chairman) Peter Friend [part]
Myran Eade John Mordaunt
Jeff Goggin [part] Rob Newton (Vice Chairman) [part]

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 Lisa Parsons (Cleaner), Graham Pope (Village), Sandy Rogers (Village Markets) and Brian Short (Caretaker). Alayne Jenkins (Horticultural Society) and David Jenner (FF&BB Football Club) had given their apologies.

(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, Maria Naylor (Chairman) and Ian Paisley. Richard Brocklebank was voted in as Acting Chairman (as proposed by Peter Friend, seconded by John Mordaunt and agreed by all present) as Rob Newton had given his apologies and stated that he would be arriving late.

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 24 April 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 May 2012 (Trust and Hall)** - these were adopted as read (PF/JM).
- **Formal agreement of the June 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>	£
Mrs Ann Newton (reimbursement of costs of WC rolls)	10.78
Southern Water (Hall)	78.88
BW Hammond (roof repairs)	240.00
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
<u>June</u>	
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 received

Cleve Close Jubilee Party – donation of £100.00 to the Pavilion refurbishment fund.

6. Recreation Ground

- **Matters arising.**
 - FF & BB Horticultural Show – access issues. Myran Eade stated that no one had made contact. The Clerk was surprised as she had contacted the handyman following the last meeting – she would make contact again. **ACTION: FF 044 – CLERK/ME.**

- **Any other recreation ground business.**
 - Charity Stool ball match. The Clerk reported that this had now been postponed but it had highlighted the problem with not have even an approximate fixture list for both football clubs. Both clubs had now been contacted and requested to provide what information they have to Mary Short.
 - Removal of multi-gym on H&S grounds. The Clerk reported that this was an urgent item from the recent safety report. She had obtained a quote of £440.00 to remove the equipment. This was proposed for approval by Peter Friend, seconded by John Mordaunt and agreed by all present. Clerk to inform the contractor. **ACTION: FF 045 – CLERK.**

7. Memorial Hall

- **Matters arising**

FF 036/7	Goal post – removal. Lisa Parsons and Maria Naylor to follow up. The goal post has been removed.
FF 038	Memorial plaque – update. The Clerk reported that she has found the paperwork and the meeting agreed that John Mordaunt should look at this on behalf of the Trustees with his connection to the Church. The suggestion was made to also contact Peter Berry whose relatives were among those soldiers named on the plaques. <u>ACTION: FF 046 – CLERK/JM.</u>
FF 039	Application for a variation of the Premises Licence. Clerk to meet with WDC Licensing Department. This is still to be done. <u>ACTION: FF 047 – CLERK.</u>

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

FF 040	Jan Riddle to move across the earmarked £5,000 from the Hall account to fundraising section of the account. This now shows in the accounts.
FF 041	Gift Aid – this was in hand – update if available. This is now up and running.
FF 042	Graham Pope to provide some publicity for the next (June/July) magazine. Graham would look into this by 10 July 2012. <u>ACTION: FF 048 – GP.</u>

- **Any other Hall business**

- Sandy Rogers presented everyone with a breakdown on the profits at the Village Market so far this year. She stated that unfortunately the last Market coincided with the School Fete so next year they would try and avoid booking the same weekend. Sandy was commended on all her work.
- Graham Pope asked if there was any news on the refurbishment. The suggestion was made as to whether or not the project should now apply for building regulations as it had been suggested that full planning approval was not required although this could be confirmed by the architect. Graham thought that there should be a phased approach. He also asked if the VAT implications had yet been confirmed. The Trustees agreed that a meeting should be convened – John Mordaunt agreed to get involved. **ACTION: FF 049 – JM/GP/CLERK.**
- Stage lighting – there had been the suggestion some years ago that the School would be erecting stage lighting for everyone to use but this had not materialised.
- Brian Short reported that the lighting had failed in the kitchen. He was given the go-ahead to get an electrician to repair it. **ACTION: FF 050 – BS.**
- Brian also reported that the fire extinguishers would require their annual check – he would use the same company as last year and cover both halls. **ACTION: FF 051 – BS.**
- The Clerk was asked to look into the purchase of a vacuum cleaner for the Hall. **ACTION: FF 052 – 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

- Blackboys Trust – use of the recreation ground/toilets by the Pre-school on Wednesday, 27 June 2012. This was agreed.
- Blackboys Trust – Blackboys Allotments – request for reduction in rent from one tenant. The Clerk showed the Trustees a diagram of the area which the tenant currently rents which actually seemed quite generous. The Clerk was asked to write to the tenant and explain the situation. **ACTION: FF 053 – CLERK.**

10. Date of Next Meeting, Tuesday, 25 September 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)