

**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 NOVEMBER 2012 AT 7 PM**

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**Present**

Jeff Goggin (Vice Chairman)	Felicity Groves
Selina Allen	John Mordaunt
Myran Eade	Rob Newton [part]
Peter Friend	

**In attendance**

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

Representatives of the users of the Memorial Hall were in attendance, namely, Sandy Rogers (Village Markets) and David Jenner (FF & BB Football Club). plus, 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**

Maria Naylor (Chairman) and Rob Newton. Graham Pope (Village Representative). Jeff Goggin took the Chair in the absence of Maria.

### **2. Declarations of Interest**

*Councillors to give notice of declarations of personal and prejudicial interests in respect of items on the agenda.* Selina Allen stated that she would leave the meeting room when the item on the School hire agreement was discussed as she believed her role as a School Governor was a conflict of interest.

### **3. Minutes of the Last Meeting**

The minutes of the last meeting of the Trust held on 25 September 2012 had been circulated to all councillors and were adopted as read.

### **4. General Correspondence**

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

### **5. Finance**

- **Year end accounts @ 31 March 2012** – all members were in receipt of the year end accounts. They were adopted as read (JM/PF).
- **Schedules of expenditure as at 31 October 2012 (Trust and Hall)** - these were adopted as read (PF/JM).
- **Trust audit** - the Clerk reported that Graham Pope was making an approach to Swindells to look at the all the Trust accounts – a quote was on the way for this work. **ACTION: FF 065 – GP/RFO/CLERK.**
- **VAT** – The Clerk reported that she had received an email detailing various financial items from Graham Pope. After various calculations, he felt that the Trust could assume that there could be up to £25,000 available for the refurbishment. This would include an extra ‘donation’ from the Hall reserves as previously agreed by the Trust. He also stated that he would ask Swindells for some VAT advice – his preference was to register the Trust for VAT to then enable it to be claimed back. Following discussion the consensus of opinion was that the Trustees were not particularly happy with this suggestion as it would then have to be applied to all the Trusts. However, they were happy to wait for some formal advice on the matter before any decision was made. **ACTION: FF 066 – GP/CLERK/RFO.**
- **Formal agreement of the November payments/disbursements as detailed on the report circulated at the meeting** (PF/JM). *Salary figures have been removed.*

<u>Framfield Memorial Hall Expenditure (November)</u>	£
<u>Cheques to pay</u>	
Southern Counties Fuels (heating oil)	1,250.91
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

AFC Uckfield Colts – hire of changing facilities etc for the season 2012/13 - £275.00

## 6. Recreation Ground

- **Matters arising** – there were none.
- **Any other recreation ground business** - there was none.

## 7. Memorial Hall

- **Matters arising**

FF 053	Clerk to put year-end accounts on the next agenda. This had been done.
FF 054	Memorial plaque – details passed to David Jenner.
FF 055	Application for a variation of the Premises Licence – update. The Clerk reported that the variation had been agreed and would be published.
FF 057	Mary Short to liaise with the Zumba class regarding banners. This had been done.
FF 058	Sandy Rogers asked if the rear/front door could be adjusted. This had been done.
FF 059	Clerk to meet with the head of the school to ask for more clarification over the suggested purchase of a projector and screen. This had been done and further news was awaited from the School. <b>ACTION: FF 067 – SCHOOL/CLERK.</b>
FF 060	Clerk to meet with the head of the school to discuss the possible sharing of the provision of stage lighting. This had been done and the School thought this highly unlikely due to budgetary restraints.
FF 061	Clerk to give the go-ahead to the school to place a Christmas tree on the stage. This had been done.
FF 062	Selina Allen was given permission to put a Christmas tree at the front of the Hall. This information had been passed on.
FF 063	Jeff Goggin to obtain three quotes for the painting of the Hall. The Clerk stated that since the last meeting she had received a call suggesting that the Community Service Workers might be able to take on the task which would mean that the Trust would only be responsible for the cost of the paint. She was waiting to hear further from the supervisor and it was thought that if the work was to go-ahead it could be done in the School holidays. <b>ACTION: FF 068 – CLERK.</b>
FF 064	Clerk to approach the school to see if the radiator covers could be removed in line with the Village Hall in Blackboys. This was still to be done. <b>ACTION: FF 069 – CLERK.</b>

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

FF 052	The donation passed from David Jenner should have been denoted as from the Cleve Close street party. This was still to be done. <b>ACTION: FF 070 – RFO.</b>
FF 056	Convene a meeting to discuss moving forward. A meeting had been held between Graham Pope, Jeff Goggin, John Mordaunt, the architect and the Clerk. John reported that the meeting had gone well and the architect had been instructed to phase the project, apply for the building regulations and start costing the project. A structural engineer would be required for some of this work. <b>ACTION: FF 071 – VARIOUS.</b>

- **Any other Hall business**

- Framfield School – request that they decorate the Hall for Christmas. This was given and Selina Allen would pass the message onto the School. *[Rob Newton arrived]*.
- Cleaning – update on quotes for a deep clean of the floor/update on extra mid-week cleans by the school caretaker. Jeff Goggin reported that he had asked three different companies for quotes for a deep clean and received two back. He recommended that the lowest quote

was accepted and this was agreed by all present. The work would go ahead in the School holidays after the painting of the Hall if at all possible. **ACTION: FF 072 – JG.** The Clerk reported that the Headteacher would still like a couple of mid-week cleans of the Hall which the School Caretaker would be happy to do, but at the cost of the Trust. Sandy Rogers stated that she thought as the Hall wasn't 'up to scratch' this would be a good idea and everyone would benefit. Clerk to liaise with the School. **ACTION: FF 073 – CLERK.**

- School - hire agreement with ESCC. *Selina Allen left the meeting.* The Clerk explained that in liaising with ESCC over the hire agreement, they had discovered that the School has not been paying the appropriate daily amount for the Hall hire. This is thought to be because ESCC had not informed the Trust of the increase. Therefore for the period 1 March 2011 to 29 February 2012 £430.95 is owed to the Trust. From 1 March 2012 to 30 September 2012 £385.22 is owed. ESCC have given assurance to the Clerk that due to the terms of the hire agreement/lease the funds are recoverable. Following lengthy discussion, the meeting agreed that as a gesture, they would only ask ESCC to request that the School refund the back rent from 1 March 2012 to 30 September 2012. The Clerk was asked to convey this to ESCC. **ACTION: FF 074 – CLERK.** Further, because of the increase in rent, the Trust felt that they could cover two hours of extra cleaning per week by the School Caretaker (£20.00). However, the Clerk was asked to liaise with the School over this with regard to payroll etc. **ACTION: FF 075 – CLERK.**
- Sandy Rogers commented on the drain at the front of the Hall and the 'greenery' which appeared to be growing out of it! Comment was made that this had been there for a long time and was best not to investigate.
- Selina Allen if the handyman could be asked to clear out the gutters at the Hall. **ACTION: FF 076 – CLERK.**

## 8. Framfield Allotments Trust

- **Matters arising** – there was none.
- **Any other Allotment Trust business.**
  - Rob Newton stated that he had turned the water off.

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

### Blackboys Trust

*Myran Eade declared a prejudicial interest in the two items on cricket as he is a leading member of the Blackboys Cricket Club and he was subsequently asked to leave the meeting room.*

- Letter from David Jenner regarding the cricket square asking the Trustees to justify their reasons for requesting that the cricket square be reduced to three strips from seven/eight. Lengthy discussion ensued with all members participating in the discussions. In conclusion the Trustees believe that as the ground is primarily a public recreation ground, such a large area of grass should not be roped off. This is with particular relevance to the number of home games played during the cricket season – approximately 10-12. The number of strips actually required (as confirmed by the Sussex Cricket League) is only two, with three for a preference. There are currently in excess of seven roped off. Although David Jenner stated that this had always been the case, the Trustees felt that over the years the recreation ground has been reduced in size by the implementation of two housing developments and with the addition of more housing in the village recently, the ground was in higher demand for general village recreation than in the past. The use of the ground for a home match already means that all of the area is 'out of bounds' on that day. Peter Friend also voiced his concern about the public footpath which crosses the recreation ground. In conclusion the Trustees agreed that as the Club is hoping to revive a second team perhaps in 2014, they would be willing to make a compromise of five strips. Something which could be reviewed at the end of the 2013 season. They asked that the Cricket Club show willing and accept this as a compromise on both sides. The reduction in size should be completed by the end of 2012. David Jenner stated that the Club would be having a meeting to discuss the matter further and the Clerk stated that she would put this decision in writing to him. This was formally proposed by Selina Allen, seconded by John Mordaunt and agreed by all present. **ACTION: FF 077 – CLERK.**
- Email from the Chairman of Buxted Cricket Club asking the Trustees for use of the recreation ground on a weekend and possibly mid-week. Following discussion, the meeting agreed that the recreation ground was for the residents of the Parish and in line with much of what had been said on the previous item, with particular reference to the fact that Blackboys Cricket Club have suggested that they may resurrect their second team in 2014, this request should be refused. (SA/JM). The Clerk was asked to advise Buxted Cricket Club. **ACTION: FF 078 – CLERK.** (*Myran Eade was asked to rejoin the meeting.*)
- Ratification of the preferential hire rates for the use of the Blackboys Village Hall by the Pre-school and New Life Church. Jeff Goggin detailed the proposed rates which were seen as a relatively insignificant increase particularly as the last increase was in 2009. The meeting agreed that the rates should be

adopted as detailed and implemented from 1 January 2013. Both users to be advised of the revised rates. **ACTION: FF 079 – JG/CLERK.**

- Ratification of the completion of the works to the Blackboys Village Hall sign. Jeff Goggin has sourced three quotes to replace the wooden post and re-position the sign on the grass near to the car parking sign. The meeting agreed that the quote from Thornes should be accepted as they could complete the entire task including collecting the post from the sawmill. Peter Friend voiced his concern over the re-positioning of the sign which might then not be visible from the top of the road, although the move is necessary as the sign had been hit on several occasions by the hedgecutter and/or coach. A meeting was agreed between John Mordaunt, Jeff and Peter to finalise the position. **ACTION: FF 080 – JG/JM/PF.**

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

*The meeting closed at 7.45pm.*

**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)