

**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, 28 FEBRUARY 2012 AT 7 PM**

Present	Maria Naylor (Chairman) Myran Eade Peter Friend Jeff Goggin	Felicity Groves [part] Rob Newton (Vice Chairman) Ian Paisley
----------------	--	---

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

Representatives of the users of the Memorial Hall were in attendance, namely Brian and Mary Short, Lisa Parsons, David Jenner and Graham Pope.

(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 and John Mordaunt.

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 29 November 2011 had been circulated to all councillors and were adopted as read.

4. General Correspondence

- Framfield Village Hall Market – financial summary 2011. Sandy had provided the Trustees with the income details for 2011. Thanks were given to Sandy for all her continued efforts on behalf of the Hall.

5. Finance

- **Schedules of expenditure as at 31 January 2012 (Trust and Hall)** - these were adopted as read (RN/PF). Graham Pope asked that the earmarked donation of £5,000 from the Hall be moved into the fundraising section of the schedule for the refurbishment to the Hall. This was agreed. **ACTION: FF 026 – RFO.** Jan Riddle stated that the application for Gift Aid is now in hand. **ACTION: FF 027 – RFO.**
- **Formal agreement of the payments/disbursements since the last meeting as detailed on the report circulated at the meeting (RN/PF).** *Salary figures have been removed.*

Framfield Memorial Hall Expenditure

<u>Cheques already paid</u>	£
Mrs Mary Short (reimbursement for oil delivery paid by personal credit card)	1,228.50
<u>Cheques to be paid</u>	
Southern Counties Fuels (balance of cost of oil delivery)	456.30
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

6. Recreation Ground

- **Matters arising.**

FF 018	Clerk to contact Digley Associates to arrange for them to inspect the play areas on 2012. This has been done.
--------	---

- **Any other recreation ground business** - there was none.

7. Memorial Hall

- **Matters arising**

FF 019	Booking/charging for the use of the ground etc. Football clubs still to finalise registration agreement. Update if available. Graham Pope (FF and BB Football Club) had handed the Clerk the completed registration agreement for 25 years commencing 2011 with a cheque for £125.00. Also the completed hire agreement for the season 2011/12. The registration agreement from the Wealden Colts was still outstanding.
FF 020	Application for a variation of the Premises Licence. Clerk to meet with WDC Licensing Department. This is still awaiting to be done. <u>ACTION: FF 028 – CLERK.</u>
FF 022	H&S Risk Assessment. Clerk to arrange a date. The reports have been passed to Brian Short. David Jenner asked for a copy of the assessment to assist the Stagers when doing their risk assessments. This was agreed. <u>ACTION: FF 029 – BS/CLERK.</u>
FF 023	2012 meeting dates to be circulated to Hall representatives. This had been done.

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

FF 021	Hall refurbishment - RFO to set up Gift Aid. This is still to be done. This is now in hand.
--------	---

- **Any other Hall business**

- Pyrotech. The Clerk reported that she was still in dispute with Pyrotech over an invoice for £42.00. The Trustees stated that as far as they were concerned any contract was broken when Pyrotech failed to notice that an extinguisher had gone out of date. **ACTION: FF 030 – CLERK.**

8. Framfield Allotments Trust

- **Matters arising**

FF 024	Framfield Allotments – Tenancy Agreements. Clerk to issue agreements at the appropriate juncture. The Trustees asked that in any covering letter, it should state that there will be a review of the rents next year. <u>ACTION: FF 031 – CLERK.</u>
FF 025	Jan Riddle to sort out Framfield Allotments account. This has been done.

- **Any other Allotment Trust business** – there was none.

9. Any Other Business at the Discretion of the Chairman

- Mary Short wanted to know how much to charge the Stagers this year. Last year the Stagers paid £600 for the hire charge and £700 donation towards the refurbishment project. The use this year was thought to be about 10% more – say a charge of £650.00 in total. Jan and Mary agreed to check the books to make sure these figures are correct. **ACTION: FF 032 – RFO.**
- Graham Pope asked if there could be a ‘push’ put in the magazine to keep the incentive going to raise funds for the Hall refurbishment. The Clerk suggested that an appropriate issue is picked so that it doesn’t coincide with any other appeal thereby diminishing both. **ACTION: FF 033 – GP/CLERK.**
- Graham also suggested the possibility of registering the Trust for VAT. There was thought to be pros and cons for the suggestion and a meeting perhaps with an expert might be beneficial when either refurbishment project is set to go ahead. **ACTION: FF 034 – CLERK.**
- Graham Pope asked if someone from the Parish Council could be involved in the grant processes.

10. Date of Next Meeting, Tuesday, 24 April 2012, at the Memorial Hall, Framfield, commencing at 7 pm.

The meeting closed at 7.35 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)