

**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 JUNE 2013 AT 7 PM**

Present Peter Friend (Acting Chairman) Felicity Groves
Selina Allen Rob Newton
Myran Eade Ian Paisley

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

Representatives of the users of the Memorial Hall were in attendance, namely, Graham Pope (Village Representative) and plus Mary Short (Bookings Clerk) 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 (Chairman), Richard Brocklebank, John Mordaunt and Maria Naylor (Vice Chairman). David Jenner (Framfield & Blackboys Football Club) and Sandy Rogers (Village Markets)

2. Election of a Chairman for the meeting.

Due to the absence of both the Chairman and Vice-Chairman, Rob Newton proposed that Peter Friend be elected as Chairman for the meeting. This was seconded by Selina Allen and agreed by all present.

3. Declarations of Interest

Councillors to give notice of declarations of personal, prejudicial and pecuniary interests in respect of items on the agenda. There were none.

4. Minutes of the Last Meeting

The minutes of the last meeting of the Trust held on 30 April 2013 had been circulated to all Councillors and were adopted as read.

5. General Correspondence

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

6. Finance

- **Matters arising**

FF 087	Trust audit – Graham Pope to get together with Jan Riddle in the first instance to see what is required. Graham reported that this was yet to be done, but that he would meet with Jan prior to the next meeting in September and provide a report on the check. <u>ACTION: FF 096 – GP/JR.</u>
FF 088	VAT advice – to be discussed at the next FGP meeting. This is still to be arranged. <u>ACTION: FF 097 – RFO/CLERK/FGP.</u>

- **Schedules of expenditure as at 31 May 2013 (Trust and Hall)** - these were adopted as read (RN/SA).
- **Year end accounts.** This item was deferred to the next meeting. **ACTION: FF 098 – CLERK.**
- **Formal agreement of the payments/disbursements as detailed on the report circulated at the meeting** (IP/RN). *Salary figures have been removed.*

Framfield Trust
None.

<u>Framfield Memorial Hall Expenditure</u>	£
<u>Cheques already paid (May)</u>	
Southern Water (sewerage)	13.80
J M Loades & Associates Ltd (works for building regs applications ['refurb' a/c])	420.00
R Hudson (electrical works – PAT testing)	24.00
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
WDC: non-domestic rates (Hall)	456.87
 <u>Cheques to pay (June)</u>	
EDF Energy Customers Ltd (Hall)	239.00
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

7. Recreation Ground

- **Matters arising.**

FF 089	Clerk to inform the fundraising group for the play area that unfortunately they cannot be given a preferential rate for the use of the Hall – they are already entitled to the lower local rate and with the urgent requirement to refurbish the Hall itself for which funds are required an additional discount is not possible. This had been done.
FF 090	Clerk to start investigate the possibility of a loan for the replacement of the play area equipment. The Clerk reported that she had made initial investigations. <u>ACTION: FF 099 – CLERK.</u>
FF 091	Clerk to put a note in the magazine about dog fouling. This had been done. The Clerk updated the meeting on the possible new Dog Fouling Order to be put in place by WDC.

- **Any other recreation ground business.**

- Update on a meeting with the grounds maintenance contractor – Myran Eade. Myran reported that he had a fairly unfruitful meeting with the contractor who seemed very vague as to exactly what was expected of him. Myran felt that the grounds should be cut with a cylinder mower as had been done by the previous contractor. The meeting agreed that none of them were at all happy with the performance so far and asked the Clerk to write a letter to the contractor explaining their views. **CLERK: FF 100 – CLERK.**
- Graham Pope stated that he had heard that Uckfield Town Council might have some labour available for maintenance works etc.

8. Memorial Hall

- **Matters arising**

FF 092	The Clerk was asked to investigate the provision of new stoppers for all the Hall chairs - update. Brian Short handed over a stopper and the order details. The Clerk was asked to obtain fifty new stoppers. <u>ACTION: FF 101 – CLERK.</u>
FF 093	Brian Short to look at problems with the cooker rings and urn tap. This had been done and permission given to Brian to replace the tap on the urn if required.
FF 094	Clerk to investigate and possibility of installing a defibrillator. The Clerk reported that she had invited a representative to the next meeting and was awaiting confirmation of this. Graham Pope advised that the Trust may be able to purchase the machines at a preferable rate through the Football Association. <u>ACTION: FF 102 – CLERK.</u>
FF 095	Refuse collection – hire agreement to be altered to add that hirers should remove any excessive rubbish from the Hall. The Clerk reported that following on from a variety of hitches, the bin had now been emptied. Mary Short stated that hirers had been advised to remove excess refuse from the premises.

- **Refurbishment** – update/progress if available/matters arising. Graham Pope asked the Clerk to contact the architect for an update on the building regulations application. **ACTION: FF 103 – CLERK.**
- **Any other Hall business**
 - Mary Short commented that she had received complaints about the condition of the radiator covers. The meeting agreed that the Clerk should contact ESCC to obtain details of the mesh covers which had been recommended and go-ahead with the installation. **ACTION: FF 104 – CLERK.**
 - Brian Short was given the go-ahead to arrange for the boiler to be serviced in the School holidays. **ACTION: FF 105 – BS.**
 - The Clerk read out a note from Sandy Rogers detailing the confusion over dates and therefore lack of stalls at the last market. However she had just made enough funds to reach the £10,000.00 figure since she started. Sandy mentioned that if attendance doesn't improve consideration will have to be given to calling it a day. The meeting gave their thanks to Sandy for all she has done to date and stated that the decision on whether or not to continue must be hers and they would accept whatever she wanted to do.

9. Framfield Allotments Trust

- **Matters arising** – there was none.
- **Any other Allotment Trust business.**
 - Unpaid tenancies. The Clerk reported that two longstanding tenants had not paid their fees, even following on from a reminder before the deadline when a surcharge is implemented. If they haven't paid by 1 July 2013 the agreement states that the tenants are deemed not to require their plots. The Clerk was asked to write to both tenants reminding them of this information. **ACTION: FF 106 – CLERK.**
 - Rob Newton reported that due to the enlargement of the pond there was now a very boggy area around the gate and fence.
 - Rob also reported that he had turned the water on.

10. Any Other Matters for Reporting at the Discretion of the Chairman

Blackboys Trust

- Myran Eade reported that following on from some comments made at the last meeting by Robert Dann, signs had now been erected in John Dann Close indicating that the parking spaces were for residents only. The Clerk stated that this was correct but that she did not think they were enforceable. However it appeared that the minority had spoilt it for the majority and abused the occasional use of the car park by non-residents.
- The Clerk reported that a new tenant of Blackboys Allotments wished to erect a two-foot high wire/stock netting fence to give her children a boundary. The Clerk was asked to advise her that they would not agree to this which would be a health and safety issue on the allotments. Many of the tenants have children and the parents have to keep the children under control without resorting to the need for fencing. **ACTION: FF 107 – CLERK.**
- The Clerk reported that the New Life Church at the Blackboys Hall had asked permission to install a pull-down projector screen for them and other users with a request for a contribution towards the cost. Following discussion the meeting, having not agreed to a screen in the Memorial Hall, decided not to give their agreement to Blackboys. They believed that a portable screen could be used in line with other users (and the Parish Council) and that anything attached to the inside of the Hall could be the subject of damage etc. The Clerk was asked to advise the Church accordingly. **ACTION: FF 108 – CLERK.**
- Village Hall, cesspit. The Clerk advised the meeting that Moodys Sewage who had recently emptied the tank were going to provide some specifications for a solution to the drainage problems. **ACTION: FF 109 – CLERK/MOODYS.**

11. Date of Next Meeting, Tuesday, 24 September 2013, at the Memorial Hall, Framfield, commencing at 7 pm.

The meeting closed at 8pm.

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)