

**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, 2 DECEMBER 2014 AT 7 PM**

Present Jeff Goggin (Chairman) Myran Eade
 Selina Allen (Vice Chairman) Maria Naylor
 Keith Brandon Rob Newton

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

Representatives of the users of the Memorial Hall were in attendance, namely, David Jenner (Framfield & Blackboys Football Club) and Brian Short (Caretaker). David Jenner informed the meeting that Darren Cosshall would no longer be representing the Framfield 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

Peter Friend.

2. 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.

3. Minutes of the Last Meeting

The minutes of the last meeting of the Trust held on 30 September 2014 had been circulated to all Councillors and were adopted as read (JG/SA).

4. General Correspondence

- Email from a resident of Ebenezer Cottages regarding the drain in the recreation ground car park. The Clerk explained that the drain is not situated on Parish Council-owned land. She has offered to contact the owner's agent on behalf of the resident. **ACTION: FF 172 – CLERK.**

5. Finance

- **Matters arising**

FF 158	Graham Pope would be discussing with the RFO a possible way forward for a slight change in presentation of the accounts. The Clerk reported that Jan Riddle had stated that she would contact Graham in January. <u>ACTION: FF 173 – GP/RFO.</u>
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- 'Old' Trust accounts. The meeting asked that the RFO close all 'old' Trust accounts and collate a list of what has been closed and pass to the Clerk. **ACTION: FF 174 – RFO.**
- **Schedules of expenditure as at 31 October 2014 (Trust and Hall)** - these were adopted as read (JG/SA).
- **Formal agreement of the payments/disbursements as detailed on the report circulated at the meeting** (MN.SA). *Salary figures have been removed.*

Framfield Trust
None.

<u>Framfield Memorial Hall Expenditure</u>	£
P C Batchelor (repairs to stage steps)	60.00
Spa Oil Services (Oil)	1,008.00
Staff Salaries and HMRC	XX.XX

6. Recreation Ground

- **Matters arising**

- Clerk to ask handyman to fix a lock with a radar key on the large gates into the play area which keeps being left open (from last Blackboys Trust meeting). The Clerk reported that this was in the process of being carried out.

FF 159	Storage Container – update. Clerk to obtain advice on a way forward to ensure that the container is secured in place for the long term. (Gatepost repair). Everyone was in receipt of two emails from Phil Day and an email from Bob Ruthven on two options to move forwards. Following discussion Jeff Goggin proposed that Option 2 be implemented when the weather allows. This was seconded by Rob Newton and agreed by all present. The Clerk was asked to pass on the Trustee’s thanks to Bob and to write to the Chairman of the Horticultural Society with the information and asking them how they wished to fund it, either as a one-off lump sum payment or in instalments. The meeting also agreed that the handyman should be asked to wrap some paling fencing around the container until the work can be done. <u>ACTION: FF 175 – CLERK.</u>
FF 160	Clerk to advise resident that the Parish Council/Trustees could not cover the cost of professional signs asking people not to drive up the track. This had been done.
FF 161	Football clubs to firmly secure their goal posts whilst the works around the storage container were carried out. Posts to be secured to the shed once the repairs have been carried out. This is still to be done. <u>ACTION: FF 176 – FC.</u>
FF 162	Football shed – repair works. Works to be carried out by the football club as a matter of urgency. David Jenner gave assurance that the work would be carried out. <u>ACTION: FF 177 – FC.</u>
FF 163	Football goal – Clerk to source a new net. Selina Allen to contact Jim Oliver for a supplier. The Clerk stated that she would contact the handyman again. <u>ACTION: FF 178 – CLERK.</u>
FF 164	Clerk to source two signs asking residents to keep dogs out of the play area. This had been done and Keith Brandon had put them up.
FF 165	WWI Project – Dave Smith to attend further Trust meeting with his proposals for the replanting of the commemorative trees – ongoing.

- **Any other recreation ground business.**

There was none.

7. Memorial Hall

- **Matters arising**

FF 166	Stage steps. Clerk to attempt to source new ones or have a bespoke set made. (One of the original sets has been temporarily repaired for the Christmas season). The Clerk reported that following an aborted attempt at a meeting she was waiting to hear from the contractor to re-schedule. <u>ACTION: FF 179 – CLERK.</u>
FF 168	Football Clubs to be given two cupboards in the rear Hall. David Jenner to liaise with Brian Short – ongoing.
FF 169	Selina Allen to approach the School to ask if the Show Society could have the bee hives currently on the ceiling! This had been done and the School had been given permission to put up some Christmas decorations over the Christmas period. Jeff Goggin made comment that when the refurbishment has been completed there would have to be a rationalisation of what is put up on the walls etc

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

FF 167	Update if available. The meeting agreed that a start would be made on the rear storage cupboard. All to assist. <u>ACTION: FF 180 – ALL.</u>
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- **Any other Hall business**

- David Jenner asked if the Stagers could put up a banner advertising the Pantomime for two weeks – this was agreed.
- Request from the School to install a telephone or intercom system in the Hall. Keith Brandon reported that following on from a recent Health and Safety Assessment for the School’s use

of the Hall, the School have requested that some sort of communication link be put in the Hall. The meeting further discussed the implementation of broadband etc. Keith agreed to put some options together and arrange a meeting with the Trustees and School. **ACTION: FF 181 – KB.**

8. Framfield Allotments Trust

- Matters arising.**

FF 170	Entrance gate, posts and fencing to be replaced by the handyman. The Clerk reported that this is in the process of being carried out. <u>ACTION: FF 182 – HM.</u>
FF 171	Pond area – flooding. Peter Friend and the Clerk to pay a visit to investigate. This is still to be done. <u>ACTION: FF 183 – PF/RN.</u>

- Any other Allotment Trust business.**

- o Email from a tenant asking for the removal of the willow trees. Rob Newton agreed to look at this with Peter Friend when they make their visit. **ACTION: FF 184 – RN/PF.**

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

BB Trust

- Increase in the Hall hire charges from 1 January 2015. Jeff Goggin explained the increase in charged and has advised the RFO – all were in agreement.
- Blackboys Pavilion – update. The Clerk reported that Bob Ruthven had agreed to the slight amendments to the initial draft proposals and prior to the submission of planning application he would arrange a site visit to confirm the exact positioning of the new building. The Clerk would also liaise with Richard Boswell over the Design & Access Statement. **ACTION: BB – BR/CLERK.**
- Dog Poo Bin – Blackboys Allotments. WDC have informed the Clerk that the price of installing a new bin is £492.60 including VAT. The Clerk is now awaiting a reply to see if a different bin was installed by the Trustees at a cheaper cost whether WDC would empty it. **ACTION: BB – CLERK.**
- Palehouse Common Recreation Ground – the Clerk commented that she had received a complaint from a resident regarding some damage the contractor had caused to a ditch on the private lane and asked that the hedge only be cut when the ground is dry next year.

10. Date of Next Meeting, Tuesday, 24 March 2015, at the Memorial Hall, Framfield, commencing at 7 pm.

The meeting closed at 7.45 pm.

Chairman..... **Date**

Copies to:

Representatives

Alayne Jenkins (Horticultural Society)
David Jenner (Framfield & Blackboys Football Club)
Graham Pope (Village Representative)

Employees:

Lisa Parsons (Cleaner)
Mary Short (Bookings Clerk/Caretaker)
Brian Short (Caretaker)