

**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 FEBRUARY 2014 AT 7 PM**

Present Jeff Goggin (Chairman) Peter Friend
 Selina Allen John Mordaunt
 Myran Eade

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, Alayne Jenkins (Horticultural Society), David Jenner (Framfield & Blackboys Football Club) and Graham Pope (Village Representative), 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 (Vice Chair) and Rob Newton.

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 25 November 2013 had been circulated to all Councillors and were adopted as read (JG/SA).

4. General Correspondence

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

5. Finance

- **Matters arising**
 - Trust accounts – update Graham Pope/RFO. Graham handed the accounts back to the Clerk and said that he was happy with them but would be discussing with the RFO a possible slight change in presentation. **ACTION: FF 128 – RFO/GP.**
- Letter from the Framfield & Blackboys Horticultural Society. The Clerk detailed a letter received from the Framfield & Blackboys Horticultural Society containing a donation of £695.00 for the Hall refurbishment fund. Thanks were given to the Society
- **Schedules of expenditure as at 31 January 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** (JG/PF). *Salary figures have been removed.*

Framfield Trust
None.

<u>Framfield Memorial Hall Expenditure (February)</u>	£
Mrs Ann Newton (reimbursement of expenses to set up Framfield market)	100.23
Mrs Gill Goggin (reimbursement for the cost of a new microwave)	48.00
Mrs Mary Short, Bookings Clerk	XX.XX
Mrs Lisa Parsons, Cleaner	XX.XX
Mr Brian Short, Caretaker:	
<i>All salaries paid net of deductions</i>	
HMRC: tax for Cleaner, Bookings Clerk and Caretaker	XX.XX
Bishops Services Ltd (deep clean of kitchen)	474.00

Cheques received

FF & BB Horticultural Society - £695.00 – refurbishment fund.

6. Recreation Ground

- **Matters arising**
 - Tree debris reported to the handyman. This had been cleared away.
- **Any other recreation ground business.**
 - The future of the storage container. Various options were discussed for a replacement facility, preferably a secure shed to be used for storage by the Framfield & Blackboys Horticultural Society for the Summer Show which is held for the benefit of the residents and the Football Clubs whose current shed could be removed. The Clerk agreed to email out some dates for a site meeting to discuss options. It was thought that planning permission would be required and special attention would have to be paid to the tree roots. **ACTION: FF 129 – CLERK/ALL.**
 - Review of the hire agreement with the football clubs – all Councillors were in receipt of a copy for the year 2013/14. The meeting agreed that there should be no changes. The Clerk would send a copy out for the year 2014/15 in due course. **ACTION: FF 130 – CLERK.**

7. Memorial Hall

- **Matters arising**

FF 120	Clerk to investigate the possibility of a representative to attend a meeting to make a presentation on defibrillators. The Clerk informed those present that a representative from the ambulance service and company providing defibrillators would be attending the next meeting at Blackboys.
FF 121	Radiator covers – Brian Short is looking at the various types of cover as recommended by ESCC – ongoing. <u>ACTION: 131 – BS.</u>
FF 124	The School Piano – the piano can now be stored in the rear hall if this is more convenient to the School. Selina Allen was asked to remind the School. <u>ACTION: 132 – SA.</u>
FF 125	The Clerk was asked to source a replacement table – two tables are to be borrowed from Blackboys Hall. This has been done.
FF 126	Stage steps – have been removed. Clerk to attempt to source new ones. The suggestion was made to investigate having a bespoke set made. <u>ACTION: FF – 133 – CLERK.</u>
FF 127	Clerk to contact handyman regarding the guttering and overgrown flower bed. This had been done.

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

FF 122	Tender update. The Council is now in a position to be able to apply for lottery funding. The meeting discussed the way forward and it was thought some advice on the likelihood of obtaining funding for the entire project the first step. <u>ACTION: FF - 134 – CLERK.</u>
FF 123	RFO to detail what has been spent on the refurbishment to date and list it on the monthly spreadsheets. Clerk to also confirm whether the £5k earmarked has been transferred to each Trust. The Clerk stated the breakdown of costs was detailed on the Trust spreadsheet for 31 January 2014. Only £1,000 had been passed across to the Trusts to date; a further £2,000 would be paid out this month with the remaining £2,000 in April/May 2014. <u>ACTION: FF 135 – CLERK.</u>

- **Any other Hall business**

- Parking in the Memorial Hall car park by non-users – letter written – update. The Clerk stated the compromise suggested by the resident to park when the Hall is not in use. However, the meeting felt that no one should be given permission to use the car park who isn't actually using the Hall as this would set a precedent. The Clerk was asked to advise the resident accordingly and put a general note in the Parish Magazine. **ACTION: FF 136 – CLERK.**
- Jeff Goggin to inform the preferred contractor to give the Hall kitchen a deep clean in half term and for the dinner lady to be asked to keep the dishwasher clean after that time. This had been done.
- Village Market – the Clerk informed the meeting that although the attendance had seemed to be down the profit was high! This was helped by the cake stall which raised £30.00. There were spaces on the tea rota and Peter Friend offered to help on 22 March 2014. The Clerk asked the

public present if they could provide a cake for the market – Alayne Jenkins was happy to do so on behalf of the Horticultural Society.

- Phil Day asked the meeting if they Horticultural Society could replant the flower bed at the front of the Hall – the Trustees thanked the Society and gratefully accepted their proposition.
- Permission was also given for the installation of an outside tap at the rear of the Hall for use on Show day with the provision that it would be turned off for the rest of the year. Jeff Goggin stated that he would contact a plumber. **ACTION: FF 137 – JG.**

8. Framfield Allotments Trust

- **Matters arising** – there was none.
- **Any other Allotment Trust business.**
 - Review of the rents. The meeting agreed that in line with Blackboys, the rents should remain the same for the year 2014/15. Clerk to send out the rental agreements in due course.
ACTION: FF 138 – CLERK.

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

Blackboys Trust

David Jenner commented on the condition of the Pavilion since the 'break in' a few weeks ago. The Clerk clarified the situation stating that although some damage was done to the outside of the front doors, this had not penetrated right through or allowed entry into the building. The damage had been boarded over and a thorough inspection had been carried out confirming that no wilful or weather damage had occurred. The rear doors have been secured closed and the suggestion made that as it will be difficult and potentially expensive to repair the doors, the Club should move the roller and anything else which is in regular use to the storage which is accessed from the front and then fix one of the rear doors closed on a semi-permanent basis enabling regular access by a single door. Anything heavy such as the roller should be stored in the side storage facility in line with the 2013/14 hire agreement. The Clerk stated that quotes could be obtained for full repairs to the rear and new doors to the front of the Pavilion but as it had been agreed that the Pavilion was not to be a burden to the council tax payer, the only funds which were available came from the rents received over the last few years. The Cricket Club could continue carrying out repairs as they had in the past as long as any works were approved by the Parish Council and a Council representative was on site at all times. David commented on other issues with the building on health and safety grounds such as the windows so the decision was taken to carry out a risk assessment of the premises. **ACTION: FF 139 – CLERK/PF.**

10. Date of Next Meeting, Tuesday, 29 April 2014, at the Memorial Hall, Framfield, commencing at 7 pm.

The meeting closed at 7.40 pm.

Chairman..... Date

Copies to:

Representatives

Darren Cosshall (Framfield Stagers)
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)