

**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, 29 APRIL 2014 AT 7 PM**

Present Jeff Goggin (Chairman) Peter Friend
 Selina Allen Rob Newton
 Myran Eade

In attendance Ann Newton – Parish Clerk Members of the Public – none.
 (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 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.

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 February 2014 had been circulated to all Councillors and were adopted as read (JG/SA).

4. General Correspondence

- Letter from David Smith regarding metal-detecting on Framfield recreation ground. The Clerk explained that a representative of the Summer Show Committee would like permission to use a metal detector on Framfield recreation ground to see if any of the plaques associated with the memorial trees remain on there. This is connected with their work on the WWI commemoration project. The Council subsequently gave permission for this to be carried out but only by such a representative on the understanding that anything that is found must be declared to the Council as in the first instance it would be their property and that any damage done to the ground is rectified. The Clerk was asked to inform David Smith accordingly. **ACTION: FF 139 – CLERK.**
- Letter from the Horticultural Society (Summer Show Committee) asking for the use of the recreation ground for the Show on Saturday, 9 August 2014 and for an event in the evening. The permission was ratified.

5. Finance

- **Matters arising**

FF 128	Graham Pope would be discussing with the RFO a possible way forward for a slight change in presentation of the accounts. Graham stated that this was still to do and that they were very minor alterations. ACTION: FF 140 – GP.
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- **Schedules of expenditure as at 31 March 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 (April)</u>	£
D & J Greengrow (provision of new fencing at front of Hall)	684.00
Southern Water (wastewater account)	89.62
EDF Energy Customers Ltd (electricity account)	397.18
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
Shane Burnett (repair leaking waist on hand basin in kitchen)	45.00

6. Recreation Ground

- Matters arising**

FF 129	Storage Container. A meeting was to be set up to discuss a way forward. It was subsequently agreed that a replacement container should be obtained and placed in the same position on a proper base for the use of the Horticultural Society to enable the group to run the Summer Show for the residents of the Parish. Quotes to be obtained for removing the current container and the placement of a new one. Jeff Goggin stated that he had not had any luck with sourcing either a replacement container or removing the current one and asked if the Show Committee could progress this. The problem being that the current container was longer than most HGV's which would need to remove it! The Clerk was asked to liaise with the Show Committee. <u>ACTION: FF 141 – CLERK</u>
	Football shed – the football clubs were requested to carry out urgent repairs to the roof and front and inside of the shed cleared out. Goal posts were also requested to be kept secure and the portable goal post to be put away after use each time – David Jenner agreed to speak to Laurie Breeds on the matter. David stated that he had spoken to Laurie and it was hoped that the portable goal post was now stored away when not in official use. The works to the shed were also in hand.
FF 130	Clerk to send to the football clubs the reviewed hire agreement for 2014/15. This had been done.

- Any other recreation ground business.**

- o Myran Eade commented that the fir branches had still not been retrieved and were now in the wooded area. **ACTION: FF 142 – CLERK.**

7. Memorial Hall

- Matters arising**

FF 131	Radiator covers – Brian Short is looking at the various types of cover as recommended by ESCC. The Clerk stated that she had a note from Brian but that the cover was not one of those specified by ESCC so approval for their installation would have to be sought from ESCC. <u>ACTION: FF 143 – CLERK.</u>
FF 132	The School Piano – the piano can now be stored in the rear hall if this is more convenient to the School. Selina Allen to remind the School. This had been done.
FF 133	Stage steps – have been removed. Clerk to attempt to source new ones or have a bespoke set made. This is still to be done. <u>ACTION: FF 144 – CLERK.</u>
FF 136	Parking in the Memorial Hall car park. The Clerk was asked to send out a further letter and put a general note in the Parish Magazine. This had been done.
FF 137	Jeff Goggin to organise the installation of an outside tap at the rear of the Memorial Hall. This had been done.

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

FF 134	Lottery funding etc. The Clerk stated that she would try and seek advice. The Clerk reported that she had met with Michelle Gray, the grants 'guru' from WDC that day. In brief – the Parish Council cannot apply to many funding bodies and it would be ideal for the football clubs to do a bid in their name for the sports element of the refurbishment. Therefore the project should be split down into compartments such as changing facilities, kitchen/extra meeting room, other toilet facilities and priced separately. The sports element must be DDA compliant so this needs to be checked with WDC. A
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	complete breakdown of current funds available needs to be done along with a consultation exercise with the public. The Clerk stated that she would be receiving notes on the meeting which she would send onto Graham Pope so that they can then discuss a way forward. ACTION: FF 145 – CLERK/GP.
FF 135	Clerk to pay out in April/May to both Trusts the final earmarked figure - £2,000 each. This has been done.

- **Any other Hall business**
 - The Clerk stated that EDF had suggested that they install a ‘smart’ meter which would send frequent regular reading to EDF to enable accurate invoices to be sent out. The Council were happy to give their permission for the installation. **ACTION: FF 146 – CLERK/BS.**

8. Framfield Allotments Trust

- **Matters arising.**

FF 138	Clerk to send out the rental agreements. This had been done.
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- **Any other Allotment Trust business.**
There was none.

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

Blackboys Trust

- **Matters arising.**

BB 085	<p>Clerk to contact Trust insurance company to clarify the position if a working party were to be set up by the Cricket Club for repairs to the Pavilion. The Clerk reported that she had done this and reported back to David Jenner – in brief, risk assessments must be carried out by the Council detailing who will be overseeing any work and if deemed responsible to do so. The works should be minor and prior to their commencement a full specification should be sent to the Council and appropriate risk assessments carried out by the Club. Works should not occur on a Sunday or Bank Holiday and the site should be tidied up at all times. David stated that the Club would find it difficult to give full specifications each time but in any case he felt that no further work was required to the Pavilion by the Club. He gave assurance that risk assessments were carried out by the Club for the grounds maintenance work which they carried out and was asked to contact the Clerk with details of this work when required.</p> <p>Grass cuttings/compost bin. Discussion arose around the dumping of grass in contravention of the hire agreement. The Council stated that they would arrange for the handyman to visit the site and install a compost bin. If the current pile of grass cuttings are not moved to the bin by the Club or indeed the Club don't empty the bin each year, the handyman will be asked to do this and the bill charged to the Pavilion. David Jenner stated that he felt this was unfair but it was pointed out that all the different elements within a Trust have to cover their own costs. The Clerk was asked to liaise with the handyman. ACTION: BB – CLERK.</p>
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10. Date of Next Meeting, Tuesday, 24 June 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)