

**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, 24 MARCH 2015 AT 7 PM**

Present Jeff Goggin (Chairman) Peter Friend
 Selina Allen (Vice Chairman) Maria Naylor
 Keith Brandon Rob Newton

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, David Jenner (Framfield Stagers), Graham Pope (Framfield & Blackboys Football Club), 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

Myran Eade. The Clerk confirmed to all present that Myran had been taken ill a few days after the January meeting and was still in hospital. Those present wished him well.

2. Declarations of Interest

Councillors to give notice of declarations of personal, prejudicial and pecuniary interests in respect of items on the agenda. Jeff Goggin declared a prejudicial interest in any items on the financial schedule pertaining to Gill Goggin, his wife.

3. Minutes of the Last Meeting

The minutes of the last meeting of the Trust held on 2 December 2014 had been circulated to all Councillors and were adopted as read (JG/SA).

4. General Correspondence

- Letter from the Framfield & Blackboys Horticultural Society regarding the use of the recreation ground for the Summer Show. Permission was given for the use of the ground to house the marquee and to be used as a car park, weather-permitting. There will also be an evening event. Clerk to inform the Society. **ACTION: FF 185 – CLERK.**
- Matters arising.

FF 172	Drain in the recreation ground car park. Clerk to contact Strutt & Parker – update. The Clerk confirmed that this had been done. She had now been contacted by the adjacent neighbour again regarding further issues with regard to the drain and a tree, both believed to be on land not under the jurisdiction of the Trustees so she had put him directly in touch with Strutt & Parker.
--------	---

5. Finance

- **Matters arising**
 - Review of the hire agreements – Framfield and Blackboys – all Trustees were in receipt of copies. The meeting confirmed that the agreements should remain the same. Clerk to send them out in due course. **ACTION: FF 186 – CLERK.**

FF 173	Graham Pope would be discussing with the RFO a possible way forward for a slight change in presentation of the accounts. Graham explained that this was still to be done. <u>ACTION: FF 187 – GP/RFO.</u>
FF 174	RFO to close all 'old' Trust accounts and collate a list of what has been done. This was

	in the process of being done – ongoing. ACTION: FF 188 – RFO.
--	--

- **Schedules of expenditure as at 28 February 2015 (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 (RN/SA).** *Salary figures have been removed.*

Framfield Trust

None.

<u>Framfield Memorial Hall Expenditure</u>	£
100052 – Mrs Gill Goggin (cleaning supplies)	8.36
100053 – P C Batchelor (stage steps)	340.00
100054 - Shane Burnett (refurbishment rear cupboard in the Hall)	340.00
100057 – Spa Oil Services (Hall)	840.00
100058 – South East Water (Hall)	58.59
BACS - Mrs Gill Goggin (cleaning supplies) (Staff Salaries and HMRC)	32.38

6. Recreation Ground

- **Matters arising**

FF 175	Storage Container – update. Clerk to write to the Horticultural Society detailing their decision to proceed with Option 2 when the weather permits. When the work has been completed a new gatepost will be installed at the entrance to the recreation ground. Update – letter received from the Horticultural Society. Three members of the Society were present for an explanation of the works. Following discussion, the Clerk agreed to pass on a copy of the details the works to Alayne Jenkins. ACTION: FF 189 – CLERK.
FF 176	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 done – ongoing. ACTION: FF 190 – DJ/FCs.
FF 177	Football shed – repair works. Works to be carried out by the football club as a matter of urgency. This was still to be done. ACTION: FF 191 – DJ/FCs.
FF 178	Football goal – Clerk to source a new net. Selina Allen to contact Jim Oliver for a supplier. David Jenner offered to see if there were some spare nets which could be utilised. ACTION: FF 192 – DJ.

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

7. Memorial Hall

- **Matters arising**

FF 179	Stage steps. Clerk to attempt to source new ones or have a bespoke set made. This had been done.
FF 181	Keith Brandon to arrange a meeting with the School to discuss various issues. A meeting had been held - Keith was putting together the notes for distribution. ACTION: FF 193 – KB.

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

FF 180	Update if available. Resolve to approve a quote for the redecorating of the main hall. The meeting agreed to go ahead with a quote to paint the main hall, including the preparation, and painting of the walls, windows frames etc and radiators including the stage. The work would be carried out over the Easter school holidays. ACTION: FF 194 – ALL – ONGOING.
--------	--

- **Any other Hall business**
 - Graham Pope explained that he had made contact with a builder to look at the refurbishment of the changing rooms and the provision of a referee’s room which is mandatory if the Club is moved up a league. The suggestion was made that the urinal at the rear of the Hall adjacent

- to the back of the kitchen could be utilised for this purpose. **ACTION: FF 195 – GP/ongoing.**
- Graham further asked about the licencing arrangements – if he were to hold more events needing an alcohol licence what the best way forward would be. Clerk to investigate. **ACTION: FF 196 – CLERK.**
 - David Jenner made the following comments:
 - The cupboards that they had been allocated for use in the rear corridor appeared not to have keys. Brian Short to see if a locksmith could sort this out. **ACTION: FF 197 – BS.**
 - Agreement had been given for the Stagers to clear out the space underneath the stage and utilise this as storage. The Clerk confirmed that she would ask Phil Batchelor if he could devise a way of stopping the tables from falling all the way through **ACTION: FF 198 – CLERK.**
 - Marry Short commented on the dreadful smell in the kitchen. It would be investigated. **ACTION: FF 199 – CLERK/ALL.**

8. Framfield Allotments Trust

• Matters arising.

FF 182	Entrance gate, posts and fencing to be replaced by the handyman. It was thought that this had been done.
FF 183	Pond area – flooding. Peter Friend and the Clerk to pay a visit to investigate. A site meeting was suggested for this and the item below. Clerk to put together dates. <u>ACTION: FF 200 – CLERK/ALL.</u>
FF 184	Willow trees – a tenant has asked for their removal. Rob Newton and Peter Friend to investigate. Update – further letter from tenant. As above.

• Any other Allotment Trust business.

- Possible regeneration works to the allotment area including the communal shed. Keith Brandon has made some suggestions which could be included in discussion at the site meeting. **ACTION: FF 201 – KB/ALL.**

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

There was none.

10. Date of Next Meeting, Tuesday, 30 June 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 Stagers)
Graham Pope (Framfield & Blackboys Football Club)

Employees:

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

