

**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 NOVEMBER 2015 AT 7 PM**

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

In attendance Ann Newton – Parish Clerk Members of the Public – six.
 (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) and Graham Pope (Framfield & Blackboys Football Club). Brian Short (Caretaker) was also in attendance.

(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

Rob Newton. A belated apology was received from Sue Newman.

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 June 2015 had been circulated to all Councillors and were adopted as read (JG/SA).

4. General Correspondence

- Matters arising.- all items are included under other items of the agenda.

5. Finance

- **Matters arising**

FF 202	Graham Pope would be discussing with the RFO a possible way forward for a slight change in presentation of the accounts including the making up of the National Savings Accounts. Graham reported that he has had a good chance to look at the accounts and speak to the RFO. There is only some 'tidying up' to be done and possibly switching to an income and expenditure format. Any funds set aside for the changing rooms could also be shown when agreed.
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- **Schedules of expenditure as at 31 October 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** (MN/SA). *Salary figures have been removed.*

Framfield Trust

None.

<u>Framfield Memorial Hall Expenditure</u>	£
100086 – EDF Energy Customers plc (Hall)	£161.72
100087 –Southern Water (Hall)	£92.15
BACS – Mrs Gill Goggin (paper towels/plates)	£50.34
BACS – Mrs Ann Newton (various – oven, hob, fridge, clock, coat hooks)	673.23
100088 - HMRC: October tax for Cleaner, Bookings Clerk and Caretaker	45.00
100089 – P C Batchelor (supply and fit kitchen)	3,529.00
100090 – R Mardlin (external painting)	1,188.97

100091 – Shane Burnett (demolition/making good kitchen/front lobby)	2,900.00
BACS – Mrs Ann Newton (various – Kitchen items etc)	130.17
100092 – Mr J Wickham (supply and fit curtain track)	240.00
100093 – PRS for Music (annual licence)	365.40
100094 – R Hudson (fitting of outside light)	204.00
100095 – HMRC; November tax for Cleaner, Bookings Clerk and Caretaker	45.00
100096 – Chris Bartholomew Electrical Contractors Ltd (new kitchen light fittings)	232.27
(Staff Salaries)	

Cheques received

AFC Colts – annual subscription (£275.00)

6. Recreation Ground

• Matters arising

FF 203	Summer Show – Brian Short to provide signs indicating that residents should be careful on the steps at the rear of the Hall. This had been done.
FF 204	Clerk to obtain a quote for the repairs to the retaining walls, steps and rear paths behind the Hall. This was still to be done. <u>ACTION: FF 217 – CLERK.</u>
FF 205	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. David Jenner assured the meeting that this had been done and said that any other posts near to the storage container could be disposed of. <u>ACTION: FF 218 – CLERK.</u>
FF 206	Football shed – repair works. Works to be carried out by the football club as a matter of urgency. This had been completed.
FF 207	Football goal – Clerk to source a new net. David Jenner to liaise with Keith Brandon and utilise one of the two nets in the football club’s store. This had been done.

• Any other recreation ground business.

- Framfield recreation ground car park – handyman to tidy up and new signs sourced from WDC. The Clerk stated that WDC/Kier were reviewing all the signage at the bring sites and would hopefully be replacing what is currently in situ. The Clerk would source a new sign which is under the Trust’s jurisdiction. **ACTION: FF 219 – CLERK.**
- Play area fencing – handyman given the go-ahead to repair. This had been done. The Clerk stated that she had noticed that some minor repairs were required to the fencing around the play area at Palehouse Common and would contact the handyman. **ACTION: BB – CLERK.**

7. Memorial Hall

• Matters arising (including refurbishment works)

FF 208	School to be given an update on the refurbishment works after the School holidays. The Clerk reported that that this had been done, although the work was quite self-evident! Selina Allen asked that Rob and Ann Newton be given a vote of thanks for all their hard work at the Hall.
FF 209	Refurbishment to the rear corridor/cupboards and rationalisation of the cupboards. The Clerk reported that this work would probably be carried out in the Easter school holidays as it would include the provision of a new boiler and hot water tank etc. <u>ACTION: FF 220 – CLERK.</u>
FF 210	Stage – bespoke trolleys would have to be made to hold the tables. This was still under consideration, but not considered a top priority. <u>ACTION: FF 221.</u> Graham Pope also asked if the Trust would consider contributing towards some proper stage lights which could be used by everyone? <u>ACTION: FF 222 – ALL.</u>
FF 211-12	Refurbishment programme of works – ongoing; update. The Clerk reported that as detailed above the rear hall would be done at Easter. The urinal was to be converted into a unisex WC during the Christmas holidays. A price would also be obtained to do the rear steps etc. A minor repair was also be dealt with under the stage due to the removal of a cupboard. <u>ACTION: FF 223.</u>

FF 213	Graham Pope obtaining quotes for the refurbishment of the changing rooms. Graham stated that he now had a further quote for the works. The Clerk also stated that the Trust had quotes to convert the small room next to the store cupboard into a referee's shower room and to thoroughly 'make over' the changing rooms. Graham suggested that they meet and compare the works and prices. <u>ACTION: FF 224 – GP/CLERK.</u> The meeting stated that any works to the changing rooms should be carried out in the summer holidays 2016.
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• **Any other Hall business**

- Brian Short to arrange for a light to be put in the front porch activated on a movement detector. This has been done.
- Market dates for 2016 – all were in receipt of a schedule.
- The School had asked if they could put up Christmas decorations. Keith Brandon was asked to pass onto the School that they could as long as no marks were left on the walls etc, but that they would have to be removed by 15 December 2015 as there was an event in the hall on 16 December. Keith to advise the School. **ACTION: FF 225 – KB.**

8. Framfield Allotments Trust

• **Matters arising.**

FF 214	Pond area – flooding/willow trees. Rob Newton, Peter Friend and Keith Brandon to investigate. This was still ongoing – Clerk to circulate possible dates. <u>ACTION: FF 226 – CLERK.</u>
FF 215	Possible regeneration works to the allotments. The Clerk was asked to pass details of the funds available to everyone. <u>ACTION: FF 227 – CLERK.</u>
FF 216	Unpaid rent – the plot would be deemed as unwanted by July if still unpaid. This had been done.

• **Any other Allotment Trust business.**

- Site meeting to look at the possibilities of the erection of a polytunnel – this would be dealt with under item FF 226.

9. Trustees' Questions.

Blackboys Trust

- Pre-School – request for continued use of the Hall for the extended day (7am to 6.30pm) and use of the Hall for a holiday club in February half term. This was agreed. Members of the Pre-school were in attendance to add their support to these proposals.
- Clothes bin to be removed on non-viability grounds. This would be done soon.

10. Date of Next Meeting, Tuesday, 22 March 2016, 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)