

**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, 30 JUNE 2015 AT 7 PM**

Present Jeff Goggin (Chairman)
 Selina Allen (Vice Chairman) Peter Friend
 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, Alayne Jenkins (Framfield & Blackboys Horticultural Society), David Jenner (Framfield Stagers) and Graham Pope (Framfield & Blackboys Football Club).

(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 24 March 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 186	Clerk to send out hire agreements – update. This had been done. As usual, a cheque will be sent by the football clubs when they have received their subscriptions.
FF 187	Graham Pope would be discussing with the RFO a possible way forward for a slight change in presentation of the accounts. Graham stated that he had met with the RFO and made some comments on the accounts. He was also concerned that some of the old accounts have yet to be closed and a National Savings Account is also unmade up. He agreed to pursue this with the RFO as a priority. ACTION: FF 202 – GP/RFO.
FF 188	RFO to close all 'old' Trust accounts and collate a list of what has been done. As detailed above.

- Approval of the year end statement. This was adopted as read (RN/PF)
- **Schedules of expenditure as at 31 May 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>	£
100059 – Mrs Selina Allen (reimbursement for purchase of curtain poles)	118.26
100060 – Beeney & Co Ltd (drain clearance)	78.00

100061 – Shane Burnett (painting of main hall)	1,900.00
100062 – P Batchelor (boxing in heating pipes in main hall)	288.00
100063 – EDF Energy Customers plc (supply)	399.73
BACS - Mrs Gill Goggin (cleaning supplies. New hoover and lampshades)	228.86
100064 - HMRC: April tax for Cleaner, Bookings Clerk and Caretaker	45.00
100065 – Southern Water (foul drainage)	90.21
100066 - HMRC: May tax for Cleaner, Bookings Clerk and Caretaker	45.00
100067 & 8 both void	
100069 – Pat Cottingham (lining for Hall curtains)	67.03
100070 - EDF Energy Customers plc (Hall)	230.00
100071 - HMRC: June tax for Cleaner, Bookings Clerk and Caretaker (Staff Salaries and HMRC)	45.00

Cheques received

None.

6. Recreation Ground

- Matters arising**

FF 185	Clerk to send the 'usual' letter to the Framfield & Blackboys Horticultural Show giving them permission to hold the Summer Show on the recreation ground. This had been done. The permission included an extension for an evening event.
FF 189	Storage Container – update – letter of agreement received from the Horticultural Society also containing a request regarding the steps at the rear of the Hall. The Clerk reported that the works to the base of the container have been completed. The meeting agreed that the gatepost should be replaced and that the rear of the Hall and steps would be swept prior to the Show (the outside of the Hall is also being cleared of weeds by the handyman). Signs will also be erected warning people of the uneven steps – Brian Short to provide. ACTION: FF 203 – BS. The meeting agreed to obtain quotes for the repairs to the retaining walls, steps and rear paths behind the Hall. ACTION: FF 204 – CLERK.
FF 190	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. The Clerk stated that the posts next to the storage container seemed to be unusable and should be removed. David Jenner agreed to check with Laurie Breeds to ascertain what was required to be retained. ACTION: FF 205 – DJ/CLERK.
FF 191	Football shed – repair works. Works to be carried out by the football club as a matter of urgency. David Jenner reported that the works were nearly complete. ACTION: FF 206 – DJ.
FF 192	Football goal – Clerk to source a new net. Selina Allen to contact Jim Oliver for a supplier. David Jenner agreed that Keith Brandon could utilise the two nets in their store. ACTION: FF 207 – KB.

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

7. Memorial Hall

- Matters arising**

FF 193	Keith Brandon to issue notes from a meeting with the School to discuss various issues. Update – survey commissioned by the School of the Hall – report put together in reply. The Clerk updated everyone on the stance of the School who had requested an update on the works programme. The meeting agreed that this would be given on the completion of the works after the School holidays. ACTION: FF 208 – CLERK.
FF 196	Clerk to investigate additional licensing arrangements if more events involving alcohol were required to be held in the Hall. The Clerk informed the meeting that she had a contact who Graham Pope could contact but there was a concern that any extension to the alcohol licence might not be compatible with the objects of the charity and would need the consideration and ultimately consent of the Trustees.
FF 197	David Jenner and Brian Short to investigate cupboards in rear hall for use by the football club. David reported that some of the cupboards did not have keys. The meeting agreed that at some points the doors of all the cupboards would be replaced with new ones and numbered for identification. ACTION: FF 209 – General.

FF 198	Stage – the underneath of the stage to be cleared out so that the Stagers could utilise the rear area for storage – update. Completed. Keith Brandon stated that his ideas to purchase under-stage trolleys wouldn't work and that bespoke versions would have to be provided. ACTION: FF 210 – CLERK.
FF 199	Smell in kitchen to be investigated. Done – the drains were the source again – discarded food.

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

FF 194	Update if available. Resolve to approve a quote for the redecorating of the front lobby, side corridor, WC's and store cupboard. Ratify quote for replacement flooring in the same area and external redecoration. All works to potentially be carried out perhaps with the exclusion of the external work in the School summer holidays. Give consideration to refurbishment of kitchen. The meeting resolved to accept the quotes. Jeff Goggin stated that he would inform all three contractors when they could carry out the works avoiding the week around the Summer Show (8 August 2015). ACTION: FF 211 – JG. The meeting agreed to look at refurbishing the kitchen if time permits during the holidays. ACTION: FF 212 – CLERK/ALL.
FF 195	Graham Pope to look at quotes for the refurbishment of the changing room areas. Graham Pope said he was awaiting the quote for the works to the changing rooms and referee's room. ACTION: FF 213 – GP.

- **Any other Hall business**
There was none.

8. Framfield Allotments Trust

- **Matters arising.**

FF 200	Pond area – flooding. Peter Friend and the Clerk to pay a visit to investigate – dates to be set up. Willow trees – a tenant has asked for their removal – Rob Newton and Peter Friend to investigate. Still to be done – Keith Brandon asked to be included. ACTION: FF 214 – KB/RN/PF.
FF 201	Possible regeneration works to the allotments. The Clerk stated that the handyman still had to replace the gate, posts and fencing. Keith was looking at what other works could be done depending on the budget. ACTION: FF 215 – CLERK/KB.

- **Any other Allotment Trust business.**
The Clerk reported that only one tenant hadn't paid the rent on time. It would be deemed by July that the plot was no longer required. **ACTION: FF 216 – CLERK.**

9. Trustees' Questions.

There was none.

10. Date of Next Meeting, Tuesday, 24 November 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)