

**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, 28 MARCH 2017 AT 7 PM**

Present Keith Brandon (Vice Chairman)
Selina Allen Noel Mansley
Peter Friend Maria Naylor
Alan Greenslade Sam Sharples

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). Mary Short (Bookings Clerk) and Brian Short (Caretaker) were 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.

Trustees Jeff Goggin (Chairman) and Rob Newton. Keith Brandon took the Chair for the meeting.

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 29 November 2016 had been circulated to all Councillors and were adopted as read (PF/SA).

4. General Correspondence

- Mrs Susan Lake – request to place a convex mirror on the fence at the Memorial Hall. Following discussion the meeting agreed that because they were unsure that the mirror (due to the distance and height) would provide any benefit to Mrs Lake the request was refused. The meeting also felt a precedent might be set. **ACTION: FF 032 – CLERK.**
- Mrs Lisa Moore – request to planting native wild flowers around the Memorial plinth on Framfield recreation ground. The meeting agreed that Mrs Moore could go ahead with the planting at the appropriate time, although this was thought to be for the next season, and after the telecommunications mast has been installed. **ACTION: FF 033 – CLERK.**

5. Finance

- **Matters arising.**

FF 023	RFO to get the end of year accounts audited. This is being done.
FF 024	RFO – could more funds be moved into the National Savings account? This is ongoing. <u>ACTION: FF 034 – RFO.</u>
FF 025	A query was raised as to where the football subscriptions are shown on the finance schedule. This had been dealt with.

- Resolve to agree the Paynes heating quote for the Memorial Hall. Keith Brandon updated the meeting as to the prices for remote monitoring and a boost facility. The meeting agreed to accept the quote of £13,995 + VAT plus an extra £100.00 for a boost facility. This was proposed by Selina Allen, seconded by Sam Sharples and agreed by those present. The Clerk said that she would arrange for the works to be completed during the Summer school holidays. **ACTION: FF 035 – CLERK.**
- Review the rent for both the football clubs (currently £275.00 each) and cricket club (currently £250.00) for the use of the changing rooms (Memorial Hall) and Pavilion (Blackboys). Consideration

will need to be given to the annual costs which will be incurred for the new Pavilion. The meeting agreed that the rents should remain the same but that in particular a clearer picture would be known with regard to the Pavilion once a year's worth of costs were known. **ACTION: FF 036 – CLERK.**

- Review of the allotment rents (Framfield and Blackboys) for the year 2018/19. The rents have been static at £20.00 per plot since April 2013. (Rent renewals for 2017/18 have been sent out). The meeting agreed to consider reviewing the rents next year.
- **Schedules of expenditure as at 28 February 2017 (Trust and Hall)** - these were adopted as read (NM/SS).
- **Formal agreement of the payments/disbursements as detailed on the report circulated at the meeting (SA/SS).** *Salary figures have been removed.*

<u>Memorial Hall</u>	£
BACS – Mrs Ann Newton (reimbursement of sundry expenses)	52.70
BACS – Mrs Gill Goggin (reimbursement of sundry expenses)	77.20
100129 - HMRC; February tax for Cleaner, Bookings Clerk and Caretaker	35.90
BACS – Mrs Gill Goggin (reimbursement of sundry expenses)	57.54
100130 - HMRC; February tax for Cleaner, Bookings Clerk and Caretaker	35.80
100131 – Southern Water (Hall)	99.76
100132 – South East Water Ltd (Hall)	125.93
(Staff Salaries)	

6. Recreation Ground

- **Matters arising**

FF 026	Clerk to obtain a quote for the repairs to the retaining walls, steps and rear paths behind the Hall – ongoing. <u>ACTION: FF 037 – CLERK.</u>
FF 027	Framfield recreation ground car park. Selina Allen to check on the condition of the signage. It was thought one sign was broken. Selina to check. <u>ACTION: FF 038 - SA.</u>
FF 028	Fencing and play area fencing – quotes to be obtained for new fencing along the track. Clerk to ask the handyman to repair the latch on the play area gate. The latch has been repaired; quotes will be obtained for the fence once the works on the recreation ground have been completed. <u>ACTION: FF 039 – CLERK.</u>

- **Any other recreation ground business.**
 - Update on the installation of the telecommunications mast. The Clerk reported that it is likely that work will commence during the second week of May. **ACTION: FF 040 - CLERK.**
 - Re-installation of bench in play area. The meeting agreed that the handyman should be asked to reduce the height of the bench. **ACTION: FF 041 – CLERK.**

7. Memorial Hall

- **Matters arising (including refurbishment works)**

FF 029	Refurbishment to the rear corridor/cupboards and rationalisation of the cupboards. To include a new boiler/tanks. Quotes obtained. Trustees to discuss schedule of works. The Clerk reported that quotes had been asked for and the meeting agreed that in order to get the work done during the school Summer holidays that they would settle for agreement over email if necessary. <u>ACTION: FF 042 – JG/ALL.</u>
FF 030	Trust to give consideration to contributing towards the cost of some proper stage lights. Accurate figures to be provided by Graham Pope – still awaited. <u>ACTION: FF 043 – GP.</u>
FF 031	Dropped kerbs – to be taken forward with other discussions with ESCC. <u>ACTION: FF 044 – AG/CLERK.</u>
FF 032	Fire Risk Assessment – Brian Short and the Clerk to liaise – ongoing. <u>ACTION: FF – 045 – CLERK/BS.</u>

- **Any other Hall business**
 - Staff arrangements. Keith Brandon commented that all the outstanding staff matters have been dealt with.
 - Hall keys. Keith Brandon stated that a register of key holders would be put together as it seemed at the moment rather out of control. The suggestion was made to change all the

locks and issue new keys. Brian Short commented that the lock has been changed on the school cupboard. **ACTION: FF 046 – KB/CLERK/BS.**

- o Memorial Plaques. The Clerk reported that she would be collecting the memorial plaques shortly and a decision on mounting them and where they should be located (Hall or Church) made. **ACTION: FF 047 – ALL.**

8. Framfield Allotments Trust

- **Matters arising** – there was none.
- **Any other Allotment Trust business.**
 - o Unauthorised tree-felling. The Clerk was asked to send a letter to those concerned. **ACTION: FF 048 – CLERK.**

9. Trustees' Questions.

Blackboys Trust

- Pavilion – external lighting/cricket pitch tap. The Clerk reported that the unauthorised light was to be removed and the alterations to the tap in compliance with South East Water's regulations was underway. A site meeting was to be held the following morning to look around the new facilities. Peter Friend and Rob Newton to accompany the Clerk. The meeting agreed that some sort of hardstanding should be included around the Pavilion. **ACTION: FF 048 – CLERK/RN/PF.**
- Recreation ground – request for new benches. The meeting agreed that new benches should be obtained for Blackboys recreation to replace the metal ones currently in place. **ACTION: FF 049 – CLERK.**
- Play area swing seats – replacement/chain check; top up bark chipping? The meeting agreed that the swing seats should be replaced and the chains checked and a top up of the bark chipping if required. **ACTION: FF 050 – CLERK.**

General

- Sam Sharples had noticed on Facebook that it had been suggested that the Council might like to organise a charity event to commemorate the death of Jo Cox MP. As in the past, due to the Parish being comprised of three villages, this wasn't an easy task and usually individuals organised their own street parties.

Framfield Trust

- Sam Sharples stated that the schools were organising a stoolball event on 13 May 2017 and would need two pitches marked out. The Clerk agreed that she would liaise with Sam over the event. **ACTION: FF 051 – SS/CLERK.**
- Keith Brandon commented on a recent 'complaint' concerning an alleged fault with a climbing frame on Framfield play area which appeared on Facebook although nothing official has come to the Council. An immediate investigation was carried out but no faults were found. The meeting voiced their regret at the abuse aimed at a Councillor. The Clerk suggested that in the next issue of the Parish Magazine she includes a paragraph detailing that the play areas are inspected on a regular basis and the correct way for residents to flag up any issues to the Parish Council with play equipment etc. **ACTION: FF 052 – CLERK.**

10. Date of Next Meeting, **Tuesday, 27 June 2017**, at the Memorial Hall, Framfield, commencing at 7 pm.

The meeting closed at 8 pm.

Chairman..... Date

Copies to:

Representatives

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

Employees:

Lisa Parsons (Cleaner)

Mary Short (Bookings Clerk/Caretaker)

Brian Short (Caretaker)

