

FRAMFIELD PARISH COUNCIL

Clerk:
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ACTING AS TRUSTEES TO THE FRAMFIELD MEMORIAL HALL AND, RECREATION GROUND TRUST. CHARITY REGISTRATION NO: 305228

24 September 2011

Dear Trustee

May I please remind you that a meeting of the Trust will be held in the Memorial Hall, Framfield, on Tuesday, 27 September 2011 at 7 pm.

Yours sincerely



AGENDA

1. Apologies for Absence

2. Declarations of Interest – Trustees to give notice of declarations of personal and prejudicial interests in respect of items on this agenda.

3. Minutes of the Last Meeting

4. General Correspondence

5. Finance

- Schedules of expenditure as at 31 August 2011 (Trust and Hall) – to be circulated.
- Formal agreement of the expenditure since the last meeting as detailed on the report to be circulated at the meeting.

6. Recreation Ground

- **Matters arising**

FF 011	Recreation ground – Clerk to inform handyman of the repair required to the gate from the track.	CLERK.
FF 012	Selina Allen was given agreement to move forward to obtain funding for the replacement play area on the basis of two quotes only.	SA.

- Any other recreation ground business

7. Memorial Hall

- **Matters arising**

FF 002	Final meeting of the Memorial Hall Management Committee.	RN/CLERK.
FF 003	Clerk to source some new chairs for the Hall	CLERK.
FF 004	Clerk to reply formally to Graham Pope with regard to his queries.	CLERK.
FF 005	Clerk to finalise and send out contracts of employment etc to Hall staff.	CLERK.
FF 006	Clerk to send our formal paperwork to Brian Short as the new Caretaker.	CLERK.
FF 007	Booking/charging for the use of the ground etc. Football clubs still	CLUBS/CLERK

	to finalise registration agreement.	.
FF 008	Emergency works. Clerk to request that Brian Short obtains quotes for works to Hall.	CLERK.

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

FF 001	Hall refurbishment - RFO to set up Gift Aid.	RFO.
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- **Any other Hall business**
 - Application for a variation in the Premises Licence.

8. Framfield Allotments Trust

- **Matters arising**

FF 009	Framfield Allotments – Tenancy Agreements. Clerk to chase up those who have not replied.	CLERK.
FF 010	Framfield Allotments – Clerk to pay invoice for fencing prior to closure of previous account.	CLERK.

- **Any other Allotment Trust business.**

9. Any Other Business at the Discretion of the Chairman.

- **ROSPA Report** – any update from Selina Allen.

10. Date of Next Meeting, Tuesday, 29 November 2011, at the Memorial Hall, Framfield, commencing at 7 pm.