

**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 SEPTEMBER 2013 AT 7 PM**

Present Jeff Goggin (Chairman) John Mordaunt
 Myran Eade Maria Naylor
 Peter Friend Rob Newton

In attendance Ann Newton – Parish Clerk Members of the Public – three.
 (Officer to the Trust) Members of the Press – none.
 Jan Riddle (Treasurer to the Trust)

Representatives of the users of the Memorial Hall were in attendance, namely, Sandy and Keith Rogers (Village Markets) and plus 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

Selina Allen and Richard Brocklebank. David Jenner (Framfield & Blackboys Football Club) and Graham Pope (Village Representative).

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 25 June 2013 had been circulated to all Councillors and were adopted as read.

4. General Correspondence

There was none other than what was dealt with under specific headings on the agenda.

5. Finance

- **Matters arising**

FF 096	Trust audit – Graham Pope to get together with Jan Riddle prior to the September meeting. This is still to be done. ACTION: FF 107 – RFO/GP.
FF 097	VAT advice – to be discussed at the next FGP meeting. This had been and the recommendation made to full Council to register for VAT for the duration of the refurbishment project and then deregister afterwards.
FF 098	End of year accounts – to be included in the agenda for the next meeting. The item was included in the agenda

- **Year end accounts.** Following the receipt of a revised schedule, the meeting agreed the accounts. The Clerk agreed to send them out again with the minutes. **ACTION: FF 108 – CLERK.**
- **Schedules of expenditure as at 31 August 2013 (Trust and Hall) -** these were adopted as read (RN/MN).
- **Formal agreement of the payments/disbursements as detailed on the report circulated at the meeting** (JG/RN). *Salary figures have been removed.*

Framfield Trust
None.

<u>Framfield Memorial Hall Expenditure (August)</u>	£
Peter Davis Ltd (boiler service)	105.60
Mrs J Goggin (reimbursement for cleaning items for the Hall)	21.35

Mrs Mary Short, Bookings Clerk	XX.XX
Mrs Lisa Parsons, Cleaner	XX.XX
Mr Brian Short, Caretaker:	
<i>All salaries paid net of deductions</i>	
HMRC: August tax for Cleaner, Bookings Clerk and Caretaker	XX.XX

Framfield Memorial Hall Expenditure (September)

PRS for Music (music licence)	350.93
South East Water	51.68
Southern Water	80.84
Mrs Mary Short, Bookings Clerk	XX.XX
Mrs Lisa Parsons, Cleaner	XX.XX
Mr Brian Short, Caretaker	XX.XX
<i>All salaries paid net of deductions</i>	
HMRC: September tax for Cleaner, Bookings Clerk and Caretaker	XX.XX

Hall Refurbishment Fund

J M Loades & Associates Ltd (works for building regs application)	480.00
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Cheques received

Wealden Colts FC – annual hire charge 2013/14 - £275.00
 Framfield & Blackboys Football Club - annual hire charge 2013/14 - £275.00

6. Recreation Ground

- **Matters arising**

FF 099	Clerk to start to investigate the possibility of a loan for the replacement of the play area equipment - update. The Clerk updated the Council that she had received directly conflicting advice for the requirement for a referendum or not and it now seemed to rely on what the Government's decision is with regard to if there is a 'cap' on potential excessive increases is parish council precepts. This advice may not be available until just before Christmas. Maria Naylor had been given the details of potential loan situations and would be doing some 'number crunching' so that a clear picture of the cost to the Council Tax payer per year can be ascertained. The Clerk emphasised the need for all Councillors to be involved in a publicity campaign once the decision has been made on the designs for the play areas. <u>ACTION: FF 109 – ALL.</u> Decision on Palehouse Common equipment (Blackboys Trust). The Clerk reported on the latest information from Wicksteed and the meeting agreed that the swings should be taken out of service, ie have the swinging parts removed at the present time. <u>ACTION: FF 110 – RN/ALL.</u> The meeting further agreed that the handyman should go ahead with minor repairs to the multi-gyms etc. <u>ACTION: FF 111 – CLERK.</u>
FF 100	Grounds maintenance contract – update. The Clerk reported that the contractors had been invited to the meeting as requested.

- **Any other recreation ground business.**

- Litter and dog bins. Myran Eade commented on the poor collection rates for the bins. The Clerk stated that she was aware of the problem which had been reported to WDC/Kier. In future if anyone spots any problems, could she be contacted in the first instance.

7. Memorial Hall

- **Matters arising**

FF 101	The Clerk was asked to obtain 50 new stoppers for all the Hall chairs. This had been done and fitted.
FF 102	Clerk to investigate the possibility of installing a defibrillator. The Clerk stated that she was going to investigate a different source. <u>ACTION: FF 112 – CLERK.</u>
FF 104	Clerk to contact ESCC regarding the provision of radiator covers. The Clerk reported that the first meeting with ESCC would hopefully be via the School and their service agreement with ESCC. <u>ACTION: FF 113 – CLERK/SCHOOL.</u>
FF 105	Brian Short to arrange for the boiler to be serviced during the School holidays. This had been done. The faulty emersion had also been repaired that day.

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

FF 103	Clerk to ask the Architect for an update on the situation with building regulations application. The Clerk reported that they were complete but had included the extra requirement for a single escape door to the rear of the hall. The meeting agreed that the tender should go out so that prices can be obtained for fundraising purposes. <u>ACTION: FF 114 – CLERK/ARCHITECT.</u>
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- The Clerk reported that Graham Pope had dropped in the previous evening a list of questions mainly relating to the financial aspects of the Hall/refurbishment. The meeting agreed that these should be copied to the RFO and a reply drafted to Graham, copied to everyone. **ACTION: FF 115 – RFO/CLERK.**
- **Any other Hall business**
 - Village Market – Parish Council to take over the organisation/running of the Market. Sandy and Keith said how delighted they were that the Council were taking the markets over. A meeting would be set up in due course to hand over the details. Help would be required from all Councillors. **ACTION: FF 116 – ALL.** The meeting subsequently thanked both Sandy and Keith for their huge commitment to the Parish in running the market for some ten years.

8. Framfield Allotments Trust

- **Matters arising** – there was none.

FF 106	Unpaid tenancies – Clerk to write to both tenants again. This had been done and the rents received.
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- **Any other Allotment Trust business.**
 - The Clerk reported that PCSO Hannah Parks wanted to meet with all the allotment tenants (including Blackboys) to offer a marking service for tools/equipment etc. The Clerk agreed to send the dates available to Gill Goggin to see if the Hall was available in Blackboys. The Clerk said she would advertise the date when agreed on the website, parish magazine and gates of both allotments. **ACTION: FF 117 – CLERK.**

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

- The Clerk reported that an advisory note had been received from ESFRS detailing their imminent strike action.
- A WDC Community Grants leaflet had also been received but unfortunately these grants were not open to parish councils.

Blackboys Trust

- Jeff Goggin reported that the Pre-school had asked if they could install a specific type of noticeboard on the outside of the Hall and an outside tap in the garden area. The meeting agreed that they could not allow the tap due to potential flooding and cost issues as the Hall is on a water meter and they would allow a noticeboard as long as it is of the same type and size as the one currently in situ belonging to the Church. Jeff stated that he would advise the Pre-school of the decision. **ACTION: FF 118 – JG.**
- Brian Short stated that his very useful ladder had disappeared after being used by members of the Show Committee. The Clerk was asked to contact Phil Day to see if it would be rescued from the storage container, presuming that is where it resides. **ACTION: FF 119 – CLERK.**

10. Date of Next Meeting, Tuesday, 26 November 2013, at the Memorial Hall, Framfield, commencing at 7 pm.

The meeting closed at 8pm.

Chairman..... Date

Copies to:

Representatives

Darren Cosshall (Framfield Stagers)
Alayne Jenkins (Horticultural Society)
David Jenner (Framfield & Blackboys Football Club)
Graham Pope (Village Representative)
Sandy Rogers (Village Markets)

Employees:

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