

**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, 26 FEBRUARY 2013 AT 7 PM**

Present

Maria Naylor (Chairman)	Peter Friend
Jeff Goggin (Vice Chairman)	John Mordaunt
Selina Allen	Rob Newton
Myran Eade	Ian Paisley

In attendance

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

Representatives of the users of the Memorial Hall were in attendance, namely, Darren Cosshall (Framfield Stagers), David Jenner (Framfield & Blackboys Football Club), Graham Pope (Village Representative) plus Mary Short (Bookings Clerk) and 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

Richard Brocklebank. Sandy Rogers (Village Markets 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 27 November 2012 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 065	Trust audit – a quote was to be provided by Swindells for the work – ongoing. <u>ACTION: FF 077 – GP/CLERK.</u>
FF 066	VAT advice – update awaited from Swindells. Graham Pope detailed a letter containing the requested information from Swindells and handed the letter to the Clerk. The bottom line being that it appeared as though the only solution was to register for VAT for the duration of the refurbishment works with the idea of deregistering on its completion. Discussion ensued around the issue and the matter was deferred to the next FGP meeting for a recommendation to the Trust. <u>ACTION: FF 078 – FGP.</u>

- **Schedules of expenditure as at 31 January 2013 (Trust and Hall) - these were adopted as read (PF/JM).**
- **Formal agreement of the payments/disbursements as detailed on the report circulated at the meeting (JM/SA). *Salary figures have been removed.***

<u>Framfield Memorial Hall Expenditure</u>	£
Mrs Ann Newton (reimbursement for paper towels)	15.56
Mrs Mary Short, Bookings Clerk	XX.XX
Mrs Lisa Parsons, Cleaner	XX.XX

Mr Brian Short, Caretaker
All salaries paid net of deductions
 HMRC: Tax for Cleaner, Bookings Clerk and Caretaker

XX.XX

XX.XX

6. Recreation Ground

- **Matters arising** – there were none.
- **Any other recreation ground business.**
 - Selina Allen reported that she would be meeting with some Framfield residents to discuss the possible formation of a 'Friends' group to endeavour to fundraise for the refurbishment of the play area. **ACTION: FF 079 – SA.**

7. Memorial Hall

- **Matters arising**

FF 067	School – any further information on the purchase of a projector and screen. There was none.
FF 068	Redecoration of the Hall, internally. This item to be put on hold as the refurbishment project is to be accelerated.
FF 069	Clerk to approach the school to see if the radiator covers could be removed in line with the Village Hall in Blackboys. This is still ongoing. <u>ACTION: FF 080 – CLERK.</u>
FF 070	The donation passed from David Jenner should have been denoted as from the Cleve Close street party. This had been done, although Jan Riddle advised that this could then prove a problem if applying for gift aid on the donation!
FF 072	Deep clean of Hall floor. This had been done – thanks to Jeff Goggin's efforts in finding a contractor.
FF073/075	Clerk to liaise with School over extra cleaning. This has been put on hold at the present time.
FF 074	Clerk to liaise with ESCC over unpaid back rent. This has been done and paid.
FF 076	Clerk to request that the handyman clears out the gutters at the Hall. This has been done. The Clerk reported that the handyman has also cleared out the rear drains (as a matter of urgency in heavy rainfall) and will keep an eye on them in the future.

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

FF 071	Structural engineer to provide input for building regulations application. The application is in the process of being drawn together for submission. <u>ACTION: FF 081 – JR/JM/CLERK.</u>
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- **Any other Hall business**

- Brian Short was asked to keep the rear steps to the recreation ground clear of leaves.
- David Jenner asked if new stoppers could be sourced for the Hall chairs. Clerk to investigate. **ACTION: FF 082 – CLERK.**
- Darren Cosshall asked if The Stagers could redecorate the stage during the year. The meeting agreed that they should come forward with a plan of what they wish to achieve. Compliance with health and safety and insurance regulations must be made and any works such as electrical works must be carried out by qualified contractors who have their own public liability insurance. Any works would be at their own risk as they would obviously be carried out prior to the commencement of the refurbishment works. **ACTION: FF 083 – Stagers.**
- Darren Cosshall further asked if the light bulb could be replaced in the WC. The suggestion was made that if there are any such problems that Brian Short be advised immediately. **ACTION: FF 084 – BS.**
- David Jenner asked what the Stagers would be charged this time. Mary Short was asked to pass the booking details to Jan Riddle and then the Trust could give consideration to what would be charged. **ACTION: FF 085 – MS/JR/CLERK.**

8. Framfield Allotments Trust

- **Matters arising** – there was none.
- **Any other Allotment Trust business.**

- Review of the allotment rent – a recommendation to raise the rent from £15.00 to £20.00 per plot in line with Blackboys Allotments. This was agreed by the Trust. Clerk to send out the tenancy agreements. **ACTION: FF 086– CLERK.**

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

There was none.

10. Date of Next Meeting, Tuesday, 30 April 2013, at the Memorial Hall, Framfield, commencing at 7 pm.

The meeting closed at 7.45pm.

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)