

**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 NOVEMBER 2013 AT 7 PM**

Present Jeff Goggin (Chairman) Peter Friend
 Selina Allen John Mordaunt
 Myran Eade 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, David Jenner (Framfield & Blackboys Football Club) and Graham Pope (Village Representative), Sandy Rogers (Village Markets) 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

Maria Naylor and Ian Paisley.

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 September 2013 had been circulated to all Councillors and were adopted as read (RN/SA).

4. General Correspondence

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

5. Finance

- **Matters arising**

FF 107	Trust audit – Graham Pope to get together with Jan Riddle prior to the September meeting. This had been done.
FF 108	Year end accounts – Clerk to send them out again with the minutes. This had been done.

- **Schedules of expenditure as at 31 October 2013 (Trust and Hall)** - these were adopted as read (RN/SA).
- **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 (November)</u>	£
WDC (fee for two attendees on a Food Hygiene Course)	136.00
Mrs Gill Goggin (cleaning materials)	11.94
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: tax for Cleaner, Bookings Clerk and Caretaker	XX.XX

6. Recreation Ground

- **Matters arising**

FF 109	Clerk to start investigating the possibility of a loan for the replacement of the play area equipment - update. Moved onto the Parish Council agenda.
FF 110	Clerk to ask the handyman to remove the swing seats and chains at Palehouse Common recreation ground. This had been done.
FF 111	Clerk to ask the handyman to go-ahead with the minor repairs to the multi-gyms etc. This had been done.

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

7. Memorial Hall

- **Matters arising**

FF 112	Clerk to investigate the possibility of installing a defibrillator via a different source. The Clerk reported that she had now spoken to the FA which still might be a possibility although any application has to come from a football club. However, she had now made contact with the Sussex Ambulance Service who would be sending through some information on the machines and the details of grants available. <u>ACTION: FF 120 – CLERK.</u>
FF 113	Clerk to contact ESCC regarding the provision of radiator covers. There is to be a meeting on 4 December 2013. <u>ACTION: FF 121 – CLERK.</u>
FF 116	Village Markets – Clerk to set up a meeting with Sandy and Keith Rogers. This had been held.
FF 119	Clerk to contact the Horticultural Society about Brian's ladder. Brian's ladder had been returned.

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

FF 114	Clerk to ask the Architect to put the contract out to tender. This had been done. <u>ACTION: FF 122 – CLERK.</u>
FF 115	RFO to draft a reply to Graham Pope. The RFO was requested to confirm exactly what funds have been spent and raised to date for the refurbishment and to detail this information on the monthly spreadsheets. She was also asked to confirm that the full £5,000 earmarked from the PC accounts has been moved over to the Trust accounts (and the same for Blackboys). <u>ACTION: FF 123 – RFO.</u>

- **Any other Hall business**

- The School piano – request to leave it in the main hall. The meeting thought that it was not appropriate for the School to leave the piano in the main hall in the long term. However, the piano at the rear of the Hall is to be removed shortly along with some of the other items. This will then mean that the School can wheel the piano into the rear of the Hall which is thought to be a better solution. The Clerk was also asked to suggest that the School put much bigger castors on the piano which will help when moving it about. **ACTION: FF 124 – CLERK.**
- The Clerk was asked to look at replacing the broken table. **ACTION: FF 125 – CLERK.**
- The meeting agreed that the set of steps discussed should be removed and the Clerk agreed she would look at a replacement. **ACTION: FF 126 – CLERK.**
- The Clerk stated that there had been further problems with Kier invoicing for an interim period for the refuse collection. The matter had been escalated to the Chief Executive and seemed to have been brought to a satisfactory conclusion!
- The Clerk was asked to contact the handyman regarding the guttering. **ACTION: FF 127 – CLERK.**

8. Framfield Allotments Trust

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

FF 117	Clerk to advertise the security marking session in the Village Hall, Blackboys on 7 December 2013 for all Parish allotment tenants. This had been done.
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- **Any other Allotment Trust business.**
 - Rob Newton stated that he had turned the water off at both allotment sites.

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

There were none.

10. Date of Next Meeting, Tuesday, 25 February 2014, 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)