

**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, 30 APRIL 2013 AT 7 PM**

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**Present**

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

**In attendance**

Ann Newton – Parish Clerk (Officer to the Trust)	Members of the Public – four.
Jan Riddle – Treasurer 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), Graham Pope (Village Representative) and Sandy Rogers (Village Markets) plus 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

John Mordaunt. The Clerk reported that John would be taking a sabbatical for six months due to the pressure of his other commitments. Darren Cosshall (Framfield Stagers).

### 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 26 February 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 077	Trust audit – a quote was to be provided by Swindells for the work. Graham Pope commented that he thought it best if he got together with Jan Riddle in the first instance to ascertain what is required. <b>ACTION: FF 087 – GP/JR.</b>
FF 078	VAT advice – to be discussed at the next FGP meeting. Date to be arranged on the receipt of the year end figures. <b>ACTION: FF 088 – CLERK/JR.</b>

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

<u>Framfield Memorial Hall Expenditure</u>	£
<u>Cheques already paid (31 March 2013)</u>	
EDF Energy Customers plc (Hall)	452.41
Southern Counties Fuels (heating oil)	1,420.52

April cheques

Richardson Architecture Ltd (further works for building control [refurbishment funds])	1,200.00
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: Tax for Cleaner, Bookings Clerk and Caretaker	XX.XX
<u>Cheques received</u>	
Framfield Stagers	320.00

## 6. Recreation Ground

- **Matters arising.**

FF 079	Selina Allen to meet with Framfield residents to discuss the possible formation of a 'Friends' group to endeavour to fundraise for the refurbishment of the play area. This had been done and the Clerk stated that a request had been made that the group have the Hall at a reduced rate or free of charge for their first fundraising quiz night. The Trustees asked the Clerk to reply to the group in the negative as they will already receive the local rate and further discounts cannot be applied to anyone due to the overheads and future refurbishment works of the Hall. <b><u>ACTION: FF 089 – CLERK.</u></b>
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- **Any other recreation ground business.**

The Clerk voiced an idea to the Trustees on the provision of new play equipment for the three play areas, in whole or in part. The Parish Council could obtain a loan subject to a public referendum for the works. Detailed specifications would have to be obtained from play equipment providers to ascertain the loan required. A public referendum would then democratically prove that the money could be spent or not. The loan payback period could be over as long as fifty years. The Trustees agreed that this plan of campaign should be progressed. **ACTION: FF 090 – CLERK.**

- David Jenner reported on the continued high incidence of dog fouling on the recreation ground. The Clerk stated that if she gleaned any information from WDC she would pass it on, but in the meanwhile she was asked to put a note in the next Parish Magazine suggesting that if people do not clean up after their dogs the Trustees might have to consider a ban. **ACTION: FF 091 – CLERK.**

## 7. Memorial Hall

- **Matters arising**

FF 080	Clerk to approach the school to see if the radiator covers could be removed in line with the Village Hall in Blackboys. The Clerk reported that having now spoken to ESCC the only concern they would have is with regard to the use of the Hall by the children for PE and the chance of general impact with the radiators and heat impact. However they advocate a light mesh-type radiator cover that keeps the children safe but lets the heat out. The meeting agreed to look at this during the refurbishment.
FF 082	The Clerk was asked to investigate the provision of new stoppers for all the Hall chairs. They are on their way – Clerk to chase. <b><u>ACTION: FF 092 – CLERK.</u></b>
FF 083	Stagers to provide the Trustees with details of any minor works they wish to carry out to the stage area prior to any commencement. This is still awaited.
FF084	Brian Short to replace the light bulb in the WC. This had been done.
FF 085	RFO to inform the Clerk what the Stagers charge would be this year so that she could pass on the details to David Jenner. This had been done and paid (£320.00).

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

FF 081	Structural engineer to provide input for building regulations application. The application is in the process of being drawn together for submission.
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- **Any other Hall business**

- Sandy Rogers commented that one of the cooker rings seems to come on when it shouldn't and also the urn tap is dripping. Brian Short agreed to look at these issues and contact the electrician if required. **ACTION: FF 093 – BS.**

- David Jenner asked if the Hall could hold a defibrillator. The Trustees agreed that this should be looked into for both halls. **ACTION: FF 094 – CLERK.**
- Graham Pope asked if improved lighting could be looked at for the stage. The meeting agreed that this should be deferred until the refurbishment.

## 8. Framfield Allotments Trust

- **Matters arising .**

FF 086	Clerk to send out the revised tenancy agreements. This had been done.
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- **Any other Allotment Trust business.**  
There was none.

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

- Update on the refuse collections from both Halls. The Clerk stated that the halls had been reclassified as having domestic waste and so no charge would be applied to both. Both halls would be given a domestic-sized landfill bin and bin for recyclables. The Clerk had asked the Booking Clerks to add into the hire agreement the need to take away any excessive rubbish – she would also ask the School. **ACTION: FF 095 – CLERK.**

### Blackboys Trust

- David Jenner made the following comments:
  - He asked if the Trust could supply some replacement gas cylinders for the Pavilion – he was asked to purchase them and send the Clerk the invoice.
  - He asked how the Cricket Club were supposed to padlock the gate without a padlock! The meeting agreed that in line with Framfield, the gate should remain unlocked at the moment so obviously the Club would not be required to lock it!
  - He commented on the amount of dog poo on the recreation ground.
- The Clerk reported that she had sent the revised hire agreement to the Club and had received assurance that the stipulations for compliance would be met. The square has been reduced although she thought that the two surplus holes should be filled in with earth for safety purposes.

## 10. Date of Next Meeting, Tuesday, 25 June 2013, at the Memorial Hall, Framfield, commencing at 7 pm.

Maria Naylor and Jeff Goggin gave their apologies.

*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)