

**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, 22 MARCH 2016 AT 7 PM**

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**Present**                      Jeff Goggin (Chairman)                      Peter Friend  
   Selina Allen (Vice Chairman)              Maria Naylor  
   Keith Brandon                                  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 Stagers) and Graham Pope (Framfield & Blackboys Football Club). Brian Short (Caretaker) was also in attendance.

*(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**

There were none.

### **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 November 2015 had been circulated to all Councillors and were adopted as read (JG/SA).

### **4. General Correspondence**

- Matters arising - all items are included under other items of the agenda.

### **5. Finance**

- **Matters arising** – there was none.
- **Schedules of expenditure as at 29 February 2016 (Trust and Hall)** - these were adopted as read (JG/SA).
- **Formal agreement of the payments/disbursements as detailed on the report circulated at the meeting** (MN/SA). *Salary figures have been removed.*

#### Framfield Trust

None.

#### Framfield Memorial Hall Expenditure

	£
BACS – Mrs Gill Goggin (reimbursement for expenses)	71.30
100102 – HMRC; February tax for Cleaner, Bookings Clerk and Caretaker	49.00
100103 – Shane Burnett (conversion of urinal to WC – Hall)	1,550.00
BACS – Mrs Ann Newton (reimbursement of market items)	34.85
BACS – Mrs Gill Goggin (reimbursement of sundry items)	32.00
100104 – HMRC; March tax for Cleaner, Bookings Clerk and Caretaker (Staff Salaries)	45.00

#### Cheques to be paid after 1 April 2016

100105 – WDC (non-domestic rates 2016/17)	482.09
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## 6. Recreation Ground

- **Matters arising**

FF 217	Clerk to obtain a quote for the repairs to the retaining walls, steps and rear paths behind the Hall. The Clerk reported that she had received one quote and another one was on the way. Further quotes would be obtained from specialists for the works to the steps and areas to the back and sides of the Hall. <b><u>ACTION: FF 001 – CLERK.</u></b>
FF 218	Clerk to ask handyman to remove unused goal posts around storage container. This had been done.
FF 219	Framfield recreation ground car park. WDC are reviewing the use of the sites and signage. When this has been completed, the Clerk will arrange for some new signage which is under the jurisdiction of the Trust. The Clerk stated that she had received some compliments about the improved area; she would now see if new signs were required. <b><u>ACTION: FF 002 – CLERK.</u></b>

- **Any other recreation ground business.**

- Play area fencing – this is in the process of being repaired. Keith Brandon offered to meet with a resident to discuss the possibilities of attempting to stop the children running from the play area, through the undergrowth onto private land. **ACTION: FF 003 – KB.**

## 7. Memorial Hall

- **Matters arising (including refurbishment works)**

FF 220	Refurbishment to the rear corridor/cupboards and rationalisation of the cupboards. To include a new boiler/tanks. The Clerk reported that she had met with a boiler engineer – a further survey by the engineer is required before a quote can be put together. <b><u>ACTION: FF 004 – CLERK.</u></b>
FF 221	Stage – bespoke trolleys would have to be made to hold the tables. The meeting agreed that this should have a reduction in priority with the other works that need to go-ahead. Also no complaints have been received to date.
FF 222	Trust to give consideration to contributing towards the cost of some proper stage lights. Graham Pope detailed the discussions he has had and thinks the approximate total cost would be in the region of £300.00. The meeting agreed to give full consideration to the request once the exact figure is available. <b><u>ACTION: FF 005 – GP.</u></b>
FF 223	Refurbishment works – ongoing as detailed above.
FF 224	Graham Pope obtaining quotes for the refurbishment of the changing rooms. The suggestion was made that Graham meets with the Clerk to discuss. This was still to be arranged. <b><u>ACTION: FF 006 – GP/CLERK.</u></b>
FF 225	Keith Brandon to advise the School regarding their Christmas decorations. This had been done.

- **Any other Hall business**

- Inspections of the Hall after use. The meeting agreed that the Hall (both halls) should be inspected after anything other than a regular/frequent user. Damage has been done in the new kitchen and it is now difficult to ascertain who might have caused the damage. If necessary security deposits could be charged when a booking is taken. **ACTION: FF 007 – BS/MS.**
- Dropped kerbs. The Clerk reported that a resident with a mobility scooter cannot easily get to the Hall due to the failure of the dropped kerbs from Becketts Way to the Hall. The Clerk has asked ESCC if they could drop the kerbs outside the Hall to allow access but they have stated that they cannot fund it. A quote is now awaited but an approach will be made again to ESCC under the Disability Discrimination Act. There could also be an issue regarding ESCC allowing the kerbs to be dropped in what is a vehicular access. If this is the case, ESCC will have to look at other kerbing along The Street. **ACTION: FF 008 – CLERK.**
- Framfield Market – the Clerk reported that approximately £300 had been raised at the recent market. The meeting agreed that it was incredibly disappointing that so few parishioners attend. All the funds go towards the refurbishment of the Hall.

## 8. Framfield Allotments Trust

- **Matters arising.**

FF 214	Pond area – flooding/willow trees and a request for a poly-tunnel. Rob Newton, Peter Friend and Keith Brandon to investigate. Update – resolve to take action against a tenant – all in receipt of report from KB. Keith reported that the tenant had complied with the requests made to him and no further action would be taken. The willow trees were thought to be an expensive item to deal with and actually all of the tenants in that area of the site are relatively new so were aware of the trees when they took on the plots. The Clerk was asked to refuse the request for a poly-tunnel. <b><u>ACTION: FF 009 – CLERK.</u></b>
FF 215	Possible regeneration works to the allotments – Clerk to pass on details of current available funds. The Trustees thought that an informal meeting with the tenants would be a good idea in the first instance to see what they would like to see for the site in the way of improvements. <b><u>ACTION: FF 010 – CLERK/KB.</u></b>

- **Any other Allotment Trust business.**

- Change of Trustees – removal of Richard Brocklebank and addition of Keith Brandon. This was agreed by all present. Clerk to inform the Charity Commission. **ACTION: FF 011 – CLERK.**

## 9. Trustees' Questions.

### Blackboys Trust

- Update on Terminus Road flooding. Meetings had been held with the owners of the adjacent land but following discussion it was agreed that the land would not be used – an alternative solution would need to be found. A meeting was then held with a potential contractor and many ideas were suggested but many of them felt to be a very little value. There was the possibility of some additional works to be done at the resident's property which may be more effective. It was thought a meeting with the resident to be the next step. **ACTION: FF 012 – PF/KB/CLERK.**

## 10. Date of Next Meeting, Tuesday, 28 June 2016, at the Memorial Hall, Framfield, commencing at 7 pm.

Maria Naylor gave her apologies.

*The meeting closed at 7.45 pm.*

**Chairman**..... **Date** .....

Copies to:

### Representatives

Alayne Jenkins (Horticultural Society)  
David Jenner (Framfield Stagers)  
Graham Pope (Framfield & Blackboys Football Club)

### Employees:

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