

**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, 28 JUNE 2016 AT 7 PM**

Present Jeff Goggin (Chairman) Peter Friend
 Selina Allen (Vice Chairman) Rob Newton
 Keith Brandon

In attendance Ann Newton – Parish Clerk Members of the Public – four.
 (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). Mary Short (Bookings Clerk) and Brian Short (Caretaker) were 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.

Councillor Maria Naylor.

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 22 March 2016 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 31 March and 31 May 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 (JG/SA).** *Salary figures have been removed.*

Framfield Trust
None.

Memorial Hall

100106 – P C Batchelor (supply and fit new escape door)	242.00
100107 – Spa Oil Services (Hall)	472.50
100108 – South East Water Ltd (Hall)	73.77
100109 – Southern Water (Hall)	105.31
100110 – HMRC; April tax for Cleaner, Bookings Clerk and Caretaker	45.00
100111 – Spa Oil Services (Hall)	340.75
BACS – Mrs Gill Goggin (market/hall supplies)	43.17
BACS – Mrs Ann Newton (market supplies)	104.14
100112 – HMRC; May tax for Cleaner, Bookings Clerk and Caretaker	45.00
BACS – Mrs Gill Goggin (market/hall supplies)	95.10
BACS – Mrs Ann Newton (reimbursement – hot water boiler etc)	506.87

100113 – HMRC; June tax for Cleaner, Bookings Clerk and Caretaker (Staff Salaries) 45.00

Framfield Allotment Trust
BACS – Mrs Ann Newton (reimbursement for purchase of a lawnmower) 215.00

Cheques received

UK Power Networks – various wayleave payments across both trusts amount to £120.99.

Framfield & Blackboys United - £42.40 (share of goalpost clearance)

Framfield & Blackboys Unitd – annual subscription - £275.00

6. Recreation Ground

- **Matters arising**

FF 001	Clerk to obtain a quote for the repairs to the retaining walls, steps and rear paths behind the Hall. This was still ongoing. <u>ACTION: FF 011 – CLERK.</u>
FF 002	Framfield recreation ground car park. Clerk will arrange for some new signage which is under the jurisdiction of the Trust. This is still ongoing. <u>ACTION: FF 012 – CLERK.</u>
FF 003	Play area fencing – Keith Brandon to see if any extra measures could be taken to stop children running from the play area through undergrowth onto private land. Keith had produced a report for consideration. The meeting agreed that some quotes for new and extended fencing should be obtained. Keith to draw up a specification. <u>ACTION: FF 013 – KB/CLERK.</u>

- **Any other recreation ground business.**

- Letter from the Framfield & Blackboys Horticultural Society asking for permission to use the recreation ground for the Summer Show on 13 August 2016. This was agreed.
- Letter from Share Access.Com. The Clerk explained that Shares Access Ltd represent two mobile telephone communications companies who wish to erect a mast at the rear of the recreation ground in Framfield. New legislation is coming in in 2017 where by operators will be fined up to 10% of their profit if areas do not receive appropriate mobile coverage – Framfield is a low coverage area. The meeting agreed to have a public meeting to gauge opinion. **ACTION: FF 014 – CLERK.**
- David Jenner asked if he could use the recreation ground for the Craig Baldock Memorial Match on 6 August 2016 plus use of the Hall, BBQ etc – the meeting had no objection but David was asked to liaise with Mary Short.

7. Memorial Hall

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

FF 004	Refurbishment to the rear corridor/cupboards and rationalisation of the cupboards. To include a new boiler/tanks. This was still ongoing. <u>ACTION: FF 015 – CLERK.</u>
FF 005	Trust to give consideration to contributing towards the cost of some proper stage lights. Accurate figures to be provided by Graham Pope. This was still ongoing. <u>ACTION: FF 016 – CLERK.</u>
FF 006	Graham Pope obtaining quotes for the refurbishment of the changing rooms. The suggestion was made that Graham meets with the Clerk to discuss. The Clerk reported that the adult football team were no longer using the grounds/facilities on a regular basis as they had disbanded with players moving onto other teams.
FF 007	Dropped kerbs – quote awaited. The Clerk stated that she had received a quote but now had to contact ESCC Highways to see if they would authorise the works as they are currently vehicular not pedestrian accesses. <u>ACTION: FF 017 – CLERK.</u>

- **Any other Hall business**

- Clerk to ask the handyman to weed around the Memorial Hall and clear out the guttering/downpipes. This had been done.
- Caretaker checklist. The meeting agreed that due to some recent damage etc in the Hall, a checklist would be drawn up for Brian's guidance when in particular non-regular users have vacated the Hall after a function. **ACTION: FF 018 – ALL.**
 - Fire Risk Assessment. The Clerk reported that this was still to be done – she would liaise with Brian. The decision could then be made whether to remove all but the

kitchen fire extinguisher. Although they are to be tested as usual this year.

ACTION: FF 019 – CLERK/BS.

- Hall bookings - Graham Pope queried if regular local user requirements should/could be given priority over non-Parish bookings even if they are regular and more frequent. The meeting agreed that the main priority of the Hall had to be financial security and therefore security of bookings with frequent, regular users.

8. Framfield Allotments Trust

- **Matters arising.**

FF 008	Clerk to refuse the request for a polytunnel. This had been done, although another polytunnel had appeared. Tenant to be contacted. <u>ACTION: FF 020 – CLERK.</u>
FF 009	Possible regeneration works to the allotments – arrangements to set up a meeting with the tenants to see what works they would like to see done. Keith Brandon made the suggestion of 20 July 2016. Keith would liaise with the Clerk over the meeting. <u>ACTION: FF 021 – KB/CLERK.</u>
FF 010	Change of Trustees – Clerk to remove Richard Brocklebank and replace with Keith Brandon. This had been done.

- **Any other Allotment Trust business.**

- Clerk to arrange for the purchase of a lawnmower. This had been done.
- Correspondence from George Burgess. The Clerk commented that she believes a tenant of several plots has died and Mr Burgess wishes to take over these plots – he is not a resident of the Parish. The meeting agreed that a better proposal would be to make the area into a community garden – to be discussed at the regeneration meeting. **ACTION: FF 022 – KB/CLERK.**

9. Trustees' Questions.

Blackboys Trust

New Life Church – proposals for the Village Hall, Blackboys. The Trust agreed that a meeting was required with representatives of the Church to discuss the matter further. Jeff Goggin, Selina Allen and Rob Newton were happy to meet up. Clerk to make the arrangements. **ACTION: BB - CLERK.**

10. Date of Next Meeting, **Tuesday, 29 November 2016**, at the Memorial Hall, Framfield, commencing at 7 pm.

The meeting closed at 8.10 pm.

Chairman..... Date

Copies to:

Representatives

David Jenner (Framfield Stagers)
Graham Pope (Framfield & Blackboys Football Club)

Employees:

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