

**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, 29 NOVEMBER 2016 AT 8 PM**

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**Present**                      Jeff Goggin (Chairman)                      Rob Jackson  
   Keith Brandon (Vice Chairman)                      Noel Mansley  
   Selina Allen    Sam Sharples  
   Peter Friend

**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). 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.**

Councillors Alan Greenslade, Maria Naylor and Rob Newton.

**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 28 June 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.
- **Approval of the year end accounts – 31 March 2016.** These were agreed as read. The Clerk confirmed that they will be audited in line with the Blackboys Trust. **ACTION: FF 023 – RFO.** A query was raised if more savings could be moved to a National Savings account. **ACTION: FF 024 – RFO/CLERK.**
- **Schedules of expenditure as at 31 October 2016 (Trust and Hall)** - these were adopted as read (JG/SA). A query was raised as to where the football subscription is shown on the schedule. **ACTION: FF 025 – RFO.**
- **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

100119 – South East Water (Hall)	61.96
100120 – PRS for Music (licence)	341.16
BACS – Mrs Gill Goggin (reimbursement of sundry expenses)	84.29
100121 – HMRC; October tax for Cleaner, Bookings Clerk and Caretaker	47.00
100122 – Southern Water Services Ltd (Hall)	88.22
BACS – Mrs Ann Newton (Village Market supplies)	13.67
BACS – Mrs Gill Goggin (reimbursement of sundry expenses)	56.93

## 6. Recreation Ground

- **Matters arising**

FF 011	Clerk to obtain a quote for the repairs to the retaining walls, steps and rear paths behind the Hall – ongoing. <b><u>ACTION: FF 026 – CLERK.</u></b>
FF 012	Framfield recreation ground car park. Clerk will arrange for some new signage which is under the jurisdiction of the Trust. The Clerk stated that since WDC had carried out a clean-up she was unsure if new signage was required. Selina Allen stated that she would check. <b><u>ACTION: FF 027 – SA/CLERK.</u></b>
FF 013	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 reported that the urgent work had been done but quotes are still to be obtained for the complete work. Selina Allen commented that the play area gate latch needed replacing again. The Clerk stated that she would advise the handyman. <b><u>ACTION: FF 028 – KB/CLERK.</u></b>
FF 014	Installation of a telecommunications mast – update. At a meeting prior to this one, earlier in the evening the Council acting as Trustees resolved to grant a lease to allow Shared Access Ltd to erect a telecommunications mast on a small section of land on the recreation ground (0.1% of the whole area). This followed on from the satisfactory completion of the caveats detailed in the resolution(conditional) made in August.

- **Any other recreation ground business.**
  - Noel Mansley asked what senior football matches were still played on the recreation ground. David Jenner replied that it was the third team games having joined with Maresfield.

## 7. Memorial Hall

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

FF 015	Refurbishment to the rear corridor/cupboards and rationalisation of the cupboards. To include a new boiler/tanks – ongoing. <b><u>ACTION: FF 029 – CLERK.</u></b>
FF 016	Trust to give consideration to contributing towards the cost of some proper stage lights. Accurate figures to be provided by Graham Pope. These were still awaited. <b><u>ACTION: FF 030 – GP.</u></b>
FF 017	Dropped kerbs – meeting with ESCC Highways to ascertain if they would authorise any works. The Clerk reported that the work was now not urgent but that she would pursue with ESCC. <b><u>ACTION: FF 031 – CLERK.</u></b>
FF 018	Caretaker checklist – on FGP agenda.
FF 019	Fire Risk Assessment – Brian Short and the Clerk to liaise. <b><u>ACTION: FF 032 – CLERK.</u></b>

- **Any other Hall business**
  - Ratification of quote agreed for the refurbishment of the small cupboard in the rear corridor. The meeting agreed that the works should go ahead and Jeff Goggin informed the meeting that the work would be carried out after Christmas but that they would not affect the School's use of the Hall.
  - Market dates for 2017 – copy passed to everyone.
  - Letter from Selina Allen asking permission to use the Memorial Hall car park for the Christmas tree – ratification of use and agreement to use in following years. This was agreed.

## 8. Framfield Allotments Trust

- **Matters arising.**

FF 020	Clerk to refuse the request for the second polytunnel. This had been done.
FF 021	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. This had been done. Keith Brandon reported that the tenants were very happy to do the work themselves and

	would ask if they needed anything.
FF 022	'Pond' area plots to be considered as a community garden. This large area of plots is to be taken on by the recently deceased tenant's partner.

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

**9. Trustees' Questions.**

Blackboys Trust

- Overhanging tree – Blackboys Recreation Ground. The Clerk stated that she was in the process of getting a tree surgeon to remove the offending limbs.
- Jeff Goggin put forward a request from the Pre-school asking if they could put a greenhouse on their allotment plot. The meeting would not agree to this and suggested that they put a plastic greenhouse-like structure within they play area subject to any relevant regulations.

**10. Date of Next Meeting, Tuesday, 28 March 2017, at the Memorial Hall, Framfield, commencing at 7 pm.**

*The meeting closed at 8.45 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)