

**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, 25 JULY 2017 AT 7 PM**

Present (Trustees):

Jeff Goggin (Chairman)	Rob Jackson
Keith Brandon (Vice Chairman)	Noel Mansley
Selina Allen	Maria Naylor
Peter Friend	Sam Sharples
Alan Greenslade	

In attendance

Ann Newton – Parish Clerk (Officer to the Trust)	Members of the Public – three. Members of the Press – none.
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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.

Trustee Rob Newton.

2. Declarations of Interest

Trustees 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 March 2016 had been circulated to all Trustees and were adopted as read (PF/SA).

4. General Correspondence

The Clerk detailed a letter from a Framfield resident donating £1,000 towards the Memorial Hall refurbishment. This was very gratefully received. A letter of thanks had already been sent.

5. Finance

- **Matters arising.**

FF 034	RFO – could more funds be moved into the National Savings account? This was still to be investigated. ACTION: FF 049 – RFO.
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- Resolve to agree the year end accounts – all Trustees were in receipt of the accounts which subject to clarification on one point, were approved as proposed by Noel Mansley and seconded by Sam Sharples. **ACTION: FF 050 – RFO.**
- **Schedules of expenditure as at 30 June 2017 (Trust and Hall)** - these were adopted as read (NM/SS) subject to clarification of one item. The meeting also agreed that the schedules should be combined into one with the removal of the donations column and refurbishment costs from the bottom of the schedule. **ACTION: FF 051 – RFO.**
- **Formal agreement of the payments/disbursements as detailed on the report circulated at the meeting (SA/SS).** *Salary figures have been removed.*

<u>Memorial Hall</u>	£
100133 – Southern Water (Hall – final bill 16/17)	74.75
100134 – Paynes Heating & Plumbing Services Ltd (heating deposit)	4,198.50
100135 – WDC (non-domestic rates 17/18)	516.85
BACS – Mrs Gill Goggin (reimbursement of sundry expenses)	119.94
100136 - HMRC; April tax for Cleaner, Bookings Clerk and Caretaker	35.90

100137 – Business Stream (foul water, Hall)	£22.20
BACS – Mrs Gill Goggin (reimbursement of sundry expenses)	56.41
100138 - HMRC; May tax for Cleaner, Bookings Clerk and Caretaker	38.80
100139 - HMRC; June tax for Cleaner, Bookings Clerk and Caretaker	32.70
100140 – Paynes Heating & Plumbing Services Ltd (heating instalment)	5,877.90
100141 - HMRC; July tax for Cleaner, Bookings Clerk and Caretaker	32.80

(Staff salaries are paid by BACS net of deductions).

Cheques received

AFC Uckfield Colts - £275.00 – annual subscription.

6. Recreation Ground

- **Matters arising**

FF 033	Clerk to contact Mrs Moore regarding her request to plant native wild flowers around the memorial plinth. This has been done.
FF 037	Clerk to obtain a quote for the repairs to the retaining walls, steps and rear paths behind the Hall – one quote obtained, awaiting two further quotes. [Post meeting note: Rob Jackson to write a specification for the works]. ACTION: FF 052 – RJ.
FF 038	Framfield recreation ground car park – signs to be replaced once the works to the installation of the mast are completed. ACTION: FF 053 – CLERK.
FF 039	Fencing and play area fencing – quotes to be obtained for new fencing along the track once the works to the installation of the mast have been completed. ACTION: FF 054 – CLERK.
FF 040	Update on the installation of the telecommunications mast. The Trustees were given an update on the works to date.
FF 041	Re-installation of bench in play area – handyman to reduce the height. This has been done.
FF 052	Clerk to detail in Parish Magazine the correct procedure for reporting faults to play equipment. This has been done.

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

7. Memorial Hall

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

FF 032	Clerk to reply in the negative to Mrs Lake regarding the positioning of a mirror on the front fence. This has been done.
FF 035	Clerk to inform Paynes that they have the heating contract and to arrange for the works to commence at the start of the school summer holidays. This has been done.
FF 042	Refurbishment of the rear corridor etc. Contract has been awarded; the works will be carried out during the school summer holidays.
FF 043	Trust to give consideration to contributing towards the cost of some proper stage lights. Accurate figures to be provided by Graham Pope. Action point to be removed.
FF 044	Dropped kerbs – to be taken forward with other discussions with ESCC – ongoing; site meeting been held. This is being taken forward with other Highways issues lead by Alan Greenslade.
FF 045	Fire Risk Assessment – Brian Short and the Clerk to liaise. ACTION: FF 055 – CLERK/BS.
FF 046	Hall keys; the locks have been changed and a limited number of keys issued and a register of key holders put together.
FF 047	Memorial Plaques – Clerk to collect the memorial plaques – update. The Clerk reported that Dave Smith preferred to retain the plaques for the Summer Show. The Trustees agreed that they should then be collected and the Clerk suggested contacting Phil Batchelor regarding a cabinet. ACTION: FF 056 – CLERK.

- **Any other Hall business.** There was none.

8. Framfield Allotments Trust

- **Matters arising.**

FF 048	Unauthorised tree feeling. A letter has been sent to the relevant residents.
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- **Any other Allotment Trust business.**

- The Clerk explained the way in which the Allotment Trust is set up.

9. Trustees' Questions.

Blackboys Trust

- Allotments; allocation of plots. The meeting agreed that additional plots could be rented out to current tenants if there isn't a waiting list on the proviso that an agreement is reached whereby if the situation arises where there is a waiting list the tenant would only be allowed to retain four plots. **ACTION: BB – CLERK.**
- Pavilion:
 - Meeting with the Cricket Club; report/update – all Trustees were in receipt of the meeting notes. Various points were discussed including the refusal by the Club to inform the Clerk when they intend carrying out grounds work on the recreation ground. Following information received from the Trust's insurers, the Clerk was asked to contact the Cricket Club to request that they contact the Clerk (email or telephone) to give notice as to when they will be on the recreation ground carrying out any works. Formal permission needs to be given by the Trust at all times. The Clerk was also asked to write to the School. **ACTION: BB – CLERK.**
 - Provision of a ramp in compliance with the Disability Act. The Clerk stated that she had had a further conversation with Bob Ruthven. **ACTION: BB – CLERK.**
- Blackboys Cricket Club – proposed cricket events. The Trustees gave their permission for the 'open' day' event on 30 July 2017 and said there would be no charge.
- Buxted Park Cricket Club Juniors - David Jenner agreed with the Trust's suggestion that in this instance the answer should be no due to the President's Match/Grand Opening the next day.
- Discussion arose on the need to separate matters from different Trusts. The Clerk would look at different ways of presenting the agenda, possibly having multi-trust 'management' meetings and the delegation of the day to day running to the Clerk, Chair/Vice Chair. The suggestion was made that a terms of reference could be drawn up to keep transparency in all procedures, or whether this change could just be confirmed by a resolution made by the PC/Trustees. **ACTION: CLERK.**

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

The meeting closed at 8.05 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)

