

**PEVENSEY TOWN TRUST REGISTERED CHARITY NO 1171696
APPROVED MINUTES 10 May 2017**



Logo Designed by David Clark

The Trust was set up for

- 1. Conservation and preservation for the public benefit of the Grade II listed Pevensey Court House and Gaol, Market Square and Cattle Market being of historical architectural or constructional merit**
- 2. Establishment and maintenance of the a museum for the benefit of the public with a particular focus on the Court House and Gaol and its place in local and national history**

Present Mr P Evans (PE), Mr R Slater (RS), Mrs G Parsons (GP), Mr Daniel Brookbank (DB), Mr P Harrison (PH), Mr P Lowton (PL), Mr S Hadland (SH), Mr C Freeman (CF) Mrs B Molog Honorary Clerk (BM), Lin Clark (LC)
Rob Slater (RS) was asked to wait outside the meeting

1. Motion to appoint an Honorary non-voting President

Motion to appoint RS as Honorary non-voting President Proposed by GP Seconded by PE All agreed Motion passed. RS invited into the meeting.

2. Chair

RS appointed Chair

3. Apologies for absence

Mr R Perrin (RP)

4. Welcome to DB

Chair welcomed DB who explained his background

5. LC signage

LC explained the background to the signage. Copies of possible signage distributed and the possibility of sufficient funds for installing two signs. Discussion followed re structure composition and position of the signs. LC to contact Wealden DC re any planning requirements and provide the Trust with estimates of costs

Action RS and PE to meet with LC on Monday 15 May to discuss suitable sites for the signs
LC left the meeting.

6. Report on PPC

BM gave a brief report on the PPC meeting and the decision to delay the appointment of two Parish Council representative Trustees and DB attendance at the meeting. DB suggested an informal meeting between the Trust and PPC to discuss further issues and reporting to PPC.

7. Charity Commission (CC) update

BM contacted the CC who explained that the Trust can make changes to the CIO provided that this has been minuted and motions signed and dated by the proposer and seconder. Then any motion(s) and amended CIO are submitted to the CC within 15 days.

8. Motions re Amendments to the CIO

GP Proposed that Section 9 Charity Trustees item 3 Option 1a of the approved CIO constitution is amended to increase the number of Trustees from 9 to 10. Seconded by PE. All agreed the changes and the motion signed by GP and PE.

Section 9 now reads

Option 1a

(a) The maximum number of charity trustees is 10. The charity trustees may not appoint any charity trustee if as a result the number of charity trustees would exceed the maximum. This includes 2 Trustees representing Pevensey Parish Council & 2 Trustees representing Westham Parish Council, 6 other nominated Trustees. Trustees can be appointed as Clerk and Treasurer as appropriate and these positions are open to non-Trustees.

(5) At the end of 1 year's term of office the Chairperson will be subject to election. The Treasurer will be subject to election after 3 years, at a properly convened meeting of the CIO charity trustees will appoint by resolution the chairperson and treasurer.

GP proposed that Section 12 Retirement and removal of charity Trustees of the approved CIO constitution is amended to add an additional section f. Seconded by SH. All agreed the changes and the motion signed by GP and SH.

Section 12 now reads

(f) the member is removed from membership by a resolution of the trustees that is in the best interests of the charity that his or her membership is terminated. A resolution to remove a member from membership may only be passed if:

(i) the Trust has in the first instance followed the agreed PTT Disciplinary Procedure and those that are relevant to the Parish Council representatives

(ii) the member has been given at least twenty one days' notice in writing of the meeting of the trustees at which the resolution will be proposed and the reasons why it is to be proposed

Action BM to submit revised CIO constitution and motions re the changes to the CIO to the CC

9. Approval of minutes 5 April 2017

PL suggested that at the top of all minutes inserted on the Museum website contain details from the CIO objects. All agreed. Minutes agreed with minor changes.

10. Declaration of financial interest or otherwise

None

11. Treasurers Report (GP)

(i) Accounts presented.

(ii) Signatories on cheques currently GP PE and PH

(iii) All agreed that it would be sensible to apply for a Post Office deposit card

12. Curators report (PH)

(i) Update – Picture commissioned by the Trust depicting Williams return to Pevensey in 1067 installed in the Museum as well as the tapestry donated to the Trust. All agreed to set up a subcommittee of RS, PH DB and PL to organise a reception at a local hotel in order to celebrate these two items. All agreed that it is sensible to give the two costumes in the Museum robing to Bexhill Museum as they have a costume section and are able to do necessary maintenance/repairs. PH to contact the last member of the family who donated the costumes as matter of courtesy. Concerns re the number of volunteers for the week-end sessions. GP to place an advert in the Parish Pump for volunteers. RS to organise a leaflet seeking volunteers for the Court House.

(ii) Work on Gaol – PE read from a report (attached). New external door to be installed once the work on the Gaol completed (as agreed with Wealden Conservation at a previous visit & LBEF).

(iii) Risk Assessment on hold until the Gaol maintenance completed

- (iv) Tudor Window update – Other experts have visited the Gaol. Close inspection in cell one has also revealed an original Tudor window with its grille. Meeting to be set up with Wealden Conservation representative and County Archaeologist.
- (v) PE reported a meeting with the adjoining neighbours and RS. BM requested that any outside meeting provides a copy of any notes for the Trustees

13. Clerks Report - correspondence and matters arising

- (i) Correspondence - Letters from Castle Cottage already distributed and email from Bay Life. No further action required.
- (ii) Matters arising from 5 April – None
- (iii) Lone Worker Policy - to be discussed at the next meeting
Draft Confidentiality Policy/Protocol distributed - to be discussed at the next meeting
- (iv) Court House (insurance claim) update
Action BM to contact the company for an update on progress
- (v) Signs for the Market Square - already discussed

14. Car Park (RS)

- (i) Feedback from the meeting with DF – All agreed that the current banner is working well and that another should be installed in the car park. No problems with the disabled parking bay. Discussion re parking for motor homes.
Action SH, PE and RS look at the current parking domains, painting especially in the coach area and the planters at the edge of the Market Square and report back to the Trust with further suggestions.
- (ii) Update on Maintenance - PE reported that the coping stones on the east wall of the lower car park need urgent repairs.
Action SH and PE to obtain quotes for the repairs
- (iii) Car Parking permits - RS Reported that currently there are 234 permits recorded on a data base. All agreed the changes to the application form and any registration documents sent back to the resident. RS to keep a watching brief on the number of requests for parking permits for the BN24 area.
PL left at this point of the meeting

15. AOB

- (i) Flag pole requires urgent repairs.
- (ii) CF offered to paint the height restrictor
- (iii) PE asked if there has been any complaints re the Car Park – None since March
- (iv) Next meeting 2 August
- (v) Other dates for meetings 4 October, 6 December.
- (vi) Meeting closed at 9,10pm.

The following motions were passed at the meeting on 10 May 2017

Agenda Item	Proposed Motion
Item 1	Motion to appoint RS as Honorary non-voting President Proposed by GP Seconded by PE All agreed Motion passed. RS invited into the meeting.
Item 8 Motions re Amendments to the CIO	GP Proposed that Section 9 of the CIO constitution is amended to increase the number of Trustees from 9 to 10. Seconded by PE. All agreed the changes and the motion signed by GP and PE
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