

PEVENSEY TOWN TRUST
REGISTERED CHARITY NO 234782 APPROVED MINUTES 24 AUGUST 2016

Present Mr P Evans (PE), Mr P Harrison (PH), Mr R Slater (RS), Mr C Freeman (CF), Mrs G Parsons (GP), Mr N Beaney (NB), Mr P Lowton (PL) Mrs B Molog Honorary Clerk (BM)

1. Chair

RS opened the meeting

2. Apologies for absence

Mr S Hadland (SH) & Mr R Perrin (RP)

3. Approval of minutes 6 & 21 July

Minutes approved and signed.

4. Declaration of financial interest or otherwise

None

5. Treasurers Report (GP)

Monthly accounts circulated.

6. Curators report (PH)

(i) Update

Volunteers - One new volunteer appointed but situation still unsatisfactory. PE and PH still covering in an emergency. September proving to be difficult. Number of regular volunteers 13/14 but regular support limited to approximately 6 volunteers. GP suggested posters for volunteers in and around the village.

Action BM to produce laminated posters and contact Pevensey Bay Life for an insert on the website. RS to place an item in the Down your way column in the Eastbourne Gazette.

(ii) Cleaning the Court House on hold until January/February next year

Two west windows in the Court Room need repairing/replacing. NB reminded all that a Surveyors report is due next April.

Action PH to prepare a maintenance plan for essential repairs.

(iii) Paint specialist

Finally made contact and has promised a quote for the work required in the Gaol.

Action BM to circulate once received

(iv) Other items

PH to consult the **HAction** PH to agree a date with the Historical Society

RS offered to update the Pevensey Museum Facebook page

CF asked if the website could be improved. **Action** PH to investigate further.

7. Clerks Report - correspondence and matters arising

(i) Correspondence

Request from Battle Lions Cycle Race 16 October supported by English Heritage permission to use the Car Park 4 coaches from 7-9am any other cars will have the details on their windscreens. Will send a donation. All agreed to support this event but no donation required from the Battle Lions.

Action BM to contact Battle Lions

ESFRS offering a free course for small businesses. NB and RS offered to attend on 8 September.

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Grant application received from Pevensey District Information and Caring Centre for £1,170 to purchase 3 display racks. Lengthy discussion by all the Trustees. Proposed by NB to provide a £500 donation. No seconder. Motion failed. Proposed by PL Seconded by PE to write to the Pevensey District Information and Caring Centre stating that currently the Court House is subject to extensive and costly repairs and therefore not in a position to support a donation. But at the same time acknowledge the good work that the Centre undertakes for the community. 4 for 2 against 1 abstention. Motion passed. **Action** BM to write to Pevensey District Information and Caring Centre NB requested that his correspondence re the CIO could be included in the minutes. The Clerk explained that as this matter had been discussed on 6 July there was no need to include this item. RS asked if this item could be recorded as part of the correspondence. (see May 25 Minutes)

- (ii) Matters arising from 6 July
Clerks Complaint - letter received. Item to be considered at the next meeting. No response from PBL re letter of complaint.
- (iii) Storage of PTT documents
Filing cabinet now contains Treasurers archive documents. Clerks documents to be stored.
- (iv) Court House Insurance Claim
All concerned at the time it is taking to repair the West Wall and construct a suitable drainage system in Gaol Lane.
Action BM to write to RJS and invite to a meeting of Trustees to discuss further action
- (v) CIO update
BM and GP to insert relevant application on the Charity Commission website.
- (vi) WDC and Public Toilets
RS reported that WDC are reviewing the public toilets and will be consulting all interested parties sometime later this year.
- (vii) Honorary Clerks Role To the next meeting

8. Car Park (NB)

- (i) Maintenance
Action PL to contact a recommended gardener and enquire costs for grass mowing on a regular contract. Suggested 4 dates for mowing - 1 immediately, 2nd in April, 3rd June, 4th in September. PL to report back.
- (ii) Disabled parking bay
Action BM to contact the company that does the white lining as a matter of urgency
- (iii) Parking in the upper coach car park
NB reported that ROAC still using the upper car park especially the coach bays.
Action BM to write to ROAC requesting that the coach bays are kept clear
- (iv) Contactless Cards for payment
Action PE to investigate and report back.

9. AOB

- (i) Concerns raised re that state of the planters around the Market Square
Action NB to investigate costs of repacing plants with ornamental slate
- (ii) RS to investigate the costs of a flag using the original design from NB
- (iii) PE concerned about dog fouling and soiled nappies left in the car park
- (iv) Lone worker policy sub group of CF, PL and NB to meet and report back
- (v) PL suggested that the aims and objectives of PTT are inserted on the Pevensey Museum website.
Action BM to use the aims and objectives from the CIO.
- (vi) Date of next meeting 28 September. PH already given apologies. Meeting closed at 9.10pm

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The objects of Pevensey Town Trust:

1. To Conserve and maintain all property owned by the Trust including Pevensey Court House, Museum & Gaol (Grade II listed), Market Square and Cattle Market Car Park which is accessible to the public
2. To Prepare a budget plan for all objectives
3. To Safeguard all documents and exhibits
4. For the use enjoyment and benefit of the public regardless of sexual orientation, ethnicity, political and religious beliefs to appreciate the Pevensey Court House Museum and Gaol and its place in local and national history and education
5. To Educate and encourage the local community and visitors to support the historic buildings as a reminder of our historic heritage