

**PEVENSEY TOWN TRUST**  
**REGISTERED CHARITY NO 234782**  
**APPROVED MINUTES 2 December 2015**

**Present** Mr P Evans (PE), Mrs G Parsons (GP), Mrs B Molog (BM), Mr N Beaney (NB), Mr P Harrison (PH), Mr R Perrin (RP), Mr C Freeman (CF), Mr S Hadland (SH), Mr Peter Lowton (PL), Mr R Slater (RS)

**1. Appointment of Chairperson (PE)**

PE opened the meeting. RS Proposed by NB no seconder. GP Proposed by PE Seconded by CF as Chair. NB raised concerns re conflict of interest with the role of Treasurer. GP responded by asking for valid reasons related to any conflict of interest. All agreed to appoint GP as Chair for the meeting. Motion passed with 1 objection.

**2. Apologies for absence**

None

**3. Approval of minutes 21 October**

Minutes approved with some amendments and signed.

**4. Declaration of financial interest or otherwise**

PE declared an interest in any the item re St Nicolas Church

**5. Treasurers Report (GP)**

Accounts to date circulated. GP reminded all that the original 2012 Surveyors Report on the Court House has certain financial implications.

**Action** SH agreed look at prioritising the maintenance requirements for the Court House.

**Action** BM to circulate parts of the report that contains recommendations and possible costing to all Trustees.

**6. Curators report (PH)**

(i) Recruiting more volunteers – PH reported that 3 new volunteers have come forward including RP Currently there are 15 volunteers. All agreed that a landline is essential. Volunteers are happy to work on their own.

**Action** BM to circulate copies of the Lone Worker Policy as suggested by PL for discussion at the next meeting

(ii) Health & Safety issues - discussed in Item 7 viii

(iii) Opening hours – meeting with volunteers – happy with current proposal for 2016

(iv) 2017 celebrations for the 50<sup>th</sup> anniversary of the Court House opening to the public – PH suggested commissioning a painting by local artist from Lewes (details circulated) as a focal point for the Museum. Cost approximately £1000.00.

**Action** PH to investigate further details such as costs, copyright and report back to the next meeting.

(v) Court House Leaflet (RS) to next meeting

(vi) PH concerned re security of a cabinet in the Museum which houses valuable items on loan from a local family. PE offered to secure the cabinet.

**Action** PH to speak to the family re the cupboard and contents and report back.

(vii) 950<sup>th</sup> 1066 celebrations next year – PH reported that suitable entries have been provided for the 1066 and Wealden booklets. Approximately 5000 leaflets to be printed in the new year for distribution by Brochure Connect to outlets in Wealden

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and Rother. PH also showed the poster for the special 1066 display in the Museum. PL suggested investigating the use of paid advertisements from local businesses in new leaflets.

**Action** PH to check number of leaflets required and investigate the use of paid advertisements.

**7. Clerks Report - correspondence and matters arising**

- (i) Clerks action points already distributed  
Correspondence from Pentacle Drummers re use of Market Square and Coach Car Park for stalls and use of the car park 16 January. Proposed by PE seconded by GP to accept this. All agreed Motion passed.  
**Action** BM to inform Pentacle Drummers.  
Letter from RS PL and NB requesting an extraordinary meeting to discuss the CIO draft prepared by GP and BM. GP explained that this is only the 1<sup>st</sup> draft and further discussions are still required until all the Trustees are satisfied with the completed CIO before submission to the Charity Commission. Proposed by PE seconded by RS to hold an extraordinary meeting on 20 January that only includes the CIO. All agreed Motion passed. 27 January would be a normal Trust meeting.  
3VA Training for Trustees discussed. GP, PE, SH, RS, CF, NB, PL, PH to be booked on the course by GP at a cost of £35.00 per person.
- (ii) Matters arising none
- (iii) Protocol for grants/donations to next meeting
- (iv) CIO – already discussed
- (v) Electronic Barriers – postponed still awaiting quote from CaleBriparc
- (vi) Insurance Claim  
BM contacted RS - awaiting a response re covering to the damaged west wall and CCTV investigation.
- (vii) Coastal Revival Fund bid – no information until April
- (viii) Fire Risk Assessment – list circulated. GP has purchased an accident and risk assessment book to be kept in the Court House.  
**Action** BM to purchase x2 battery operated illuminated fire exit signs and fire alarms.  
**Action** BM investigate cost of installing a BT land line and any planning implications.  
All agreed except one Trustee.

**8. Car Park (NB)**

- (i) Maintenance - fence repairs to be undertaken by a local company
- (ii) Non Transferable tickets - awaiting CaleBriparc to insert the new programme  
Reminder that the car park is closed as soon as it gets dark during the winter months. Car Park used on 5 and 6 December for local events in the village.
- (iii) BM distributed proposed new sign for non-payers
- (iv) NB and PE reported concerns about incidents in the car park to the police

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**9. AOB & Date of next meeting**

- (i) Concerns raised re damage to the Gaol outer open courtyard and the suggestion that a glass covering is completed as soon as possible.  
**Action** BM to provide 3 quotes (2 already received from local companies)
- (ii) Concerns raised re current cost of heating system in the Court House Museum. SH to investigate the cost of installing 2 new heaters.
- (iii) PL reminded everyone about the Wealden's Draft Local Plan and proposed Conservation areas  
**Action** PL to circulate relevant documentation and response details to all Trustees for their support.
- (iv) PL reminder re the Wealden Food and Wine Festival for 2016 in the grounds of Pevensey Castle. Concerns raised re parking for the previous event in 2014.  
**Action** NB to provide PL with contacts for a number of possible parking areas.
- (v) GP raised the issue that PL had not signed as a Trustee – discussion followed.
- (vi) **Action** BM to circulate dates for next year's meetings
- (vii) Next meeting 20 and 27 January
- (viii) Meeting closed at 9.10pm