

PEVENSEY TOWN TRUST
REGISTERED CHARITY NO 234782 APPROVED MINUTES 6 JULY 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), Mrs B Molog Honorary Clerk (BM)

1. Appointment of Chairperson

GP opened the meeting. NB Proposed by PE. Seconded by CF as Chair. All agreed. Motion passed NB appointed Chair for the meeting.

2. Apologies for absence

Mr S Hadland (SH), Mr R Perrin (RP), Mr P Lowton (PL).

3. Approval of minutes 25 May

Proposed by PE Seconded by RS. Minutes approved and signed.

4. Declaration of financial interest or otherwise

None

5. Treasurers Report (GP)

Monthly accounts circulated. Various items discussed. GP congratulated on the clarity and ease of use of the accounts as presented to the Trust.

6. Curators report (PH)

(i) Update

Request to keep the Car Park open on 13 July until 8.30 pm for Hailsham Historical Society members who are visiting the Court House

500 leaflets printed for Wealden Food and Wine Festival.

Small dedicated of volunteers just managing to keep the Court House open during the season.

English Heritage organising an event in September at Pevensey Castle to celebrate the 950th 1066 anniversary. Proposed by PH Seconded GP that there is a free entry to the Court House at a date to coincide with the date organised at Pevensey Castle. All agreed. Motion passed.

Artist AG visited the Court House to discuss the painting and a suitable waterproof frame.

CCTV working well and signs installed by SH. New guide to be produced for next year. Historian investigating the history of the Court House.

Student offer of help in the Court House - Trustees advised that the student needs to work alongside an experienced volunteer.

Action next meeting to discuss cleaning the Court House before the start of next year's season

(ii) Report from Paint Specialist - Nothing to date despite repeated requests .

7. Clerks Report - correspondence and matters arising

(i) Correspondence

Email received from RP re CIO.

(ii) Matters arising from 25 May

Clerk's complaint on hold to next meeting

Draft Policies

- Disciplinary and Grievance discussed. Proposed by RS Seconded GP to accept this policy and to amend as appropriate. 5 agreed, 1 against. Motion passed.

- Child Protection and Vulnerable Adults discussed. Proposed by RS Seconded PE to accept this policy and to amend as appropriate. 5 agreed, 1 against. Motion passed.

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- Lone Worker discussed. Proposed by RS Seconded GP to accept this policy and to amend as appropriate. 5 agreed, 1 against. Motion passed.
- Other policies to be discussed at a later date
- (iii) Appointment of CIO permanent chair for 1 year
RS Proposed by NB Seconded PE. PE Proposed by NB Seconded PH. NB Proposed by RS Seconded PH. Paper ballot conducted. RS elected Chair for the CIO for 1 year.
Appointment of CIO Treasurer for 3 years. Proposed NB Seconded PE. All agreed. Motion passed
- (iv) Storage of PTT documents held by BM and GP
Proposed by RS Seconded by GP to purchase a 2 drawer filing cabinet to be stored in the Gaol
All agreed Motion passed
- (v) Court House Insurance Claim.
Clerk reported that RJS has prepared a schedule of work for the Court House and this will be available at the beginning of next week. Clerk suggested that the Trustees then meet to discuss the details so the RJS can then prepare tenders for the work. RJS still pursuing the Loss Adjuster re the drainage problem.
Action Clerk to contact Trustees once the report has been received and arrange a meeting.
- (vi) CIO update
NB questioned Item 10 on the new approved CIO constitution and the wording relating to the appointment of Parish Council representative trustees as reported at PPC meeting. NB formally objected to the wording of the final CIO constitution. Trustees pointed out that the CIO had been agreed at the meeting on 25 May and signed by all those present.
- (vii) Honorary Clerk's Role – to the next meeting

8. Car Park (NB)

- (i) Maintenance
NB reported that he had undertaken the grass mowing and clearing the Car Park. Fences now repaired. Pevensey Parish Council erecting the new Pevensey sign outside Pevensey Castle.
Proposed by NB Seconded by PE to provide a new Pevensey Town Trust Flag to the original design submitted by NB. All agreed Motion passed.
Action RS to investigate costs of buying a flag.
- (ii) Disabled Parking Bay
Clerk received costs for a disabled bay from a local paint company at a cost of approximately £100 per bay. All agreed that 2 bays are required
Action Clerk to contact the company and NB to meet them so that an appropriate spaces are set out.
NB pointed out that the machine may require alterations as new coins are issued later on in the year.
- (iii) Parking in the upper coach car park
Concerns expressed that this top car park is used on a permanent basis by some residents so that coaches are unable to park. Proposed NB Seconded by PE that a letter is sent to the parties concerned requesting that they do not use the top car park during the summer months.
Action Clerk to write letter

9. AOB

- (i) Wealden Food and Wine Festival NB in charge of the parking
- (ii) PH will place suitable posters advertising events at the Court House in Eastbourne Station
- (iii) Date of next meeting 24 August. Meeting closed at 9.20pm

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The object 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