

**PEVENSEY TOWN TRUST**  
**REGISTERED CHARITY NO 234782**  
**MINUTES 4 March 2015**  
**APPROVED & SIGNED 6 MAY 2015**

**Present**

Mr P Evans (PE), Mrs G Parsons (GP), Mrs B Molog (BM), Mr N Beaney (NB), Mr Peter Lowton (PL) and Mr John Rabbitts (JR)

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

NB Proposed by PE Seconded by GP All agreed Motion passed

**2. Apologies for absence**

C Freeman (CF) S Hadland (SH)

**3. Approval of minutes 7 January**

Proposed NB Seconded PE All agreed Motion passed Minutes signed

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

None

**5. Treasurer's report (GP)**

(i) Yearly Accounts for Auditor

Presented and discussed. Vote of thanks to GP for preparing the accounts Auditor not paid for last year's accounts. Proposed by PE Seconded by PH to pay the Auditor £100 to cover last year and this year's payment. All agreed Motion passed. Accounts signed.

(ii) EDF and Green Tax

GP has checked with EDF and confirmed that the Trust do not pay this tax.

(iii) NB raised concerns re the waste collection bin in the Cattle Market which has remained locked. GP confirmed that invoices had been paid for November, December and January. NB confirmed that the original contract NB would request clearance of the bins when required.

**Action BM to contact Waste Collection company and seek clarification**

(iv) JR raised the question of VAT and Gift Aid

Proposed by BM Seconded by BM that Gift Aid forms are left in the Court House to be completed by visitors. Motion passed with 2 abstentions.

**Action BM to prepare Gift Aid Forms**

**6. Curators report (PH)**

(i) PH reported that new signs are in place.

(ii) Proposed by PH Seconded by PE that the existing sign by Castle Tea Rooms be used and new wording be added at a cost £97.50 + vat. All agreed Motion passed.

(iii) Existing sign on Pevensey Parish Council bus shelter is damaged and requires new wording prepared by PH at a cost of £80 plus vat. Proposed by PE Seconded by GP that this is agreed in principle subject to approval by Pevensey Parish Council. All agreed Motion passed'

**Action BM to write to PPC seeking their approval and consent**

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- (iv) New flyers presented (at a cost of £213) and posters for the Court House. Magna Carta trail leaflets distributed at appropriate places in and around Eastbourne
- (v) April 27 anniversary of King John signing the Pevensey Charter. Proposed by PE Seconded by GP that an informal reception is held with a budget of £50. All agreed Motion passed.  
**Action PH to prepare a list of suitable visitors and an outline letter and sent out by BM.**
- (vi) BM distributed books for use by infant pupils celebrating the Magna Carta. Proposed by BM Seconded by PE to purchase 6 books (£6.99 each) and distributed to the three local Primary Schools. All agreed. Motion passed.
- (vii) Estimates document store and meter cover. All agreed that the quotes were too expensive. PE and PH to look further for a suitably priced document store. Proposed by PE Seconded by PH that the quote for the beading be accepted at a cost of £60. All agreed' Motion passed. NB agreed to seek a further quote for the meter cover.  
**Action BM to write a letter of thanks to DW for the quote.**
- (viii) JR suggested that PH prepare an inventory of all important items held by the Curator.

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

- (i) Correspondence received to date
  - Loss Adjuster report and Insurance claim distributed
  - Letter & response from Cherry Picker company read to all Trustees
  - 28 March PVP information day raised.
  - PTT and the Court House represented at 11 April Pevensey PC information day 10-1.00pm St Wilfrid's
- (ii) Charitable Incorporated Organisation (CIO) – solicitor promised to send further information. BM to circulate to all Trustees once received.
- (iii) Court House Insurance Claim. All agreed that RS continue to seek full costs of the claim and the related subsidence.  
**Action BM to contact RS asking him to continue seeking full costs of the claim**
- (iv) Openness & Transparency (PL)  
Proposed by BM Seconded by PH that this is accepted. All agreed Motion passed. Further discussion re the type of information to be recorded on the website. Proposed by PL Seconded by JR that the Trust regularly publish minutes of meetings on the website once agreed. Motion passed with 2 against.  
Proposed by PL Seconded by BM that Trust regularly publish the accounts once agreed on the website with a suitable narrative. Motion passed with 1 against
- (v) Concerns of Trustees None raised

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**8. Car Park (NB)**

- (i) Car Parking Stickers update (NB)  
100 issued to date
- (ii) CaleBriparc re costings for an electric barrier (NB)  
NB explained siting and use by cars. Suitable readers can be purchased for the residents with free parking permits at a cost of £6.75 per card (total cosy approximately £800. Timer used to open and close the barriers.  
**Action BM to contact Wealden Planning re a possible site visit to discuss the electronic barriers and any planning requirements and also ESCC.**
- (iii) Opening the Car Park  
Still a cause for concern NB agreed to be contacted if the car park was not opened or closed.
- (iv) Maintenance update (NB)  
New locks obtained
- (v) Any problems (NB/PE)  
NB and PE reported a drone with a camera using the Car Park. Pevensey Parish Council also investigating and the Trust await the results of the investigation.  
NB also reported to BM the depositing of drain sludge in the Car Park. This was reported to Wealden and the sludge removed  
**Action BM to contact Wealden and ask that the soak away in the car park is cleaned to prevent any overflow.**

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

**Action** NB to find out the cost of Fire Risk Assessment as this needs to be undertaken

**Action** BM to purchase current Health & Safety Poster for the Court House

All agreed that PE and PH have a budget of £80-£100 to purchase a document store.

June 14 Magna Carta Market in the Cattle Market Square

**Action BM to contact SH re organising the market**

Next meeting 6 May

Meeting closed at 9.50pm