

**PEVENSEY TOWN TRUST**  
**REGISTERED CHARITY NO 234782**  
**APPROVED MINUTES 2 March 2016**

**Present** Mr P Evans (PE), Mrs B Molog Honorary Clerk (BM), Mr N Beaney (NB), Mr P Harrison (PH), Mr R Perrin (RP), Mr S Hadland (SH), Mr R Slater (RS), Mr C Freeman (CF)

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

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

**2. Apologies for absence**

Mrs G Parsons (GP), Mr Peter Lowton (PL) arriving at 8pm

**3. Approval of minutes 27 January**

CF asked for information re grant to St Nicolas.  
Minutes approved and signed.

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

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

**5. Confidential matters**

See attached report

**6. Treasurers Report (GP)**

Accounts circulated.

All agreed that the new format was easy to read. Congratulations to GP  
Detailed discussion for the next meeting

**7. Curators report (PH)**

(i) New flyer shown to the Trust

(ii) New leaflets 10,000 leaflets printed and 5000 ready for collection and distribution by Brochure Connect. Local distribution on hold.

(iii) Costs and copyright re the commissioning of a painting for 2017

Clerk distributed email received from the artist giving details of use of the painting for insertion on flyers and leaflets providing that the items are not for sale. RS raised concerns re the damp atmosphere in the Court House and the possible effects on the painting. All agreed that the framing and cover to the painting needs to consider the atmosphere in the Court House.

Proposed by RS Seconded by CF to accept the £1500 cost of commissioning the painting. 5 agreed I against. Motion passed. PL arrived at 8pm.

(iv) Repairs to first cell

(a) Costs of new cupboard distributed at a cost of £770.

Proposed by NB Seconded by PE that a budget of £1000 is assigned to the project so that suitable hard wood can be used for all parts of the proposed display cabinet and a vent is included. All agreed Motion passed.

**Action** PE to contact the contractor re use of suitable hard wood for the cupboard.

Entry door to the outer courtyard needs some repairs. CF offered to do the repairs.

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(b) PE purchased 4x5 litres lime wash for the walls and specialist filler that meets conservation requirements.

**Action** PE to contact a local paint company for advice on use of lime wash and a suitable tradesperson who can do the work. Local Electrical contractor contacted to remove strip light in the first cell and insert more suitable lighting.

(v) CCTV

Specialist company has inspected the present system and found that most parts are either unsuitable no longer working and beyond repair. Detailed quote provided by NB recommending a wireless system at a cost of £982 + vat. Proposed by RS Seconded by PH to insert a new CCTV system in the Court House. BM expressed concerns regarding the type of system quoted. All agreed. Motion passed.

**Action** BM to circulate quote for the CCTV

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

(i) Correspondence

- St Nicolas Church celebrations all agreed PTT can be added to the programme as sponsors of the Hailsham Choral Society and Pevensey & Westham Choir

(ii) Matters arising from 27 January – Volunteer Training needs further discussion

(iii) Draft Policies

Agreed that the following policies are checked by assigned Trustees and discussed at the next meeting as a matter of urgency so that they can be available for use.

Lone Worker Policy – PE

Child Protection – CF

Grievance – SH

Other remaining policies to be discussed at another meeting

(iv) Protocols for use of Market Square - Agreed to insert a signature and date

Proposed by NB Seconded by PE All agreed Motion passed

(v) Wealden Food and Wine Festival – PL and NB will investigate parking facilities and report to Wealden DC

(vi) Court House Insurance Claim - Emails and letters from Civil Engineer distributed. Drainage problem discussed with possible solutions.

**Action** BM to contact Civil Engineer and set up a meeting to discuss insurance claim and possible drainage solutions. PL offered his premises as a venue.

(vii) Fire Risk Assessment – SH to purchase the required battery operated fire alarms and signage.

(viii) BT landline (NB) – BT Connect contacted requires a non-refundable £115 in advance for the installation of a possible land line. All agreed that this was no guarantee that a landline would be installed. NB Proposed RS Seconded the purchase of a pay-as-you-go mobile phone with large buttons suitable for the volunteers and also check on the most suitable network.

(ix) Flag Pole - agreed to move the flag pole to suitable position next to the ticket machine

(x) Planning permission for toilets - GP requested that any planning application submitted to Wealden DC for work on the Western Wall contain details of a toilet for the sole use of volunteers.

**Action** BM to investigate cost of hiring a portable toilet.

**9. Car Park (NB)**

(i) NB reported that there are still a number of cars not paying the fee. 3 visitors to a local club also failed to pay the parking fee. NB will keep a watching brief.

Travellers seen in the Car Park as well as some large vans.

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Maintenance - NB will get some damaged fencing repaired or replaced

- (ii) Non Transferable tickets – now inserted in the machine
- (iii) Closing the car park – NB and RS opening and closing the car park.

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

- (i) New banners printed
- (ii) Wealden DC asked to replace the Tourist Information signs in the Cattle Market
- (iii) Request to discuss the Volunteer Course attended by a number of Trustees in February
- (iv) NB raised concerns re the crack that has appeared at the top of the stairs behind the entry gate. To be discussed at the meeting with the Civil Engineer.
- (v) CIO next meeting 13 April 7pm.
- (vi) Next meeting 25 May
- (vii) Meeting closed at 9.34pm.