

PEVENSEY TOWN TRUST REGISTERED CHARITY NO 1171696
APPROVED MINUTES 8 MARCH 2017



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

1. Chair

RS opened the meeting

2. Apologies for absence

None

3. Approval of minutes 21 December and Emergency Meeting 31 January

BM explained the reason for non-circulation of the draft minutes for the Emergency Meeting 31 January.

Read a letter sent to PBL dated 7 February disclosing details of the confidential meeting as there was obviously a leak of confidential information from a Trustee.

All Minutes approved.

4. Declaration of financial interest or otherwise

None

5. Treasurers Report (GP)

Monthly accounts circulated. Yearly accounts with the honorary auditor. GP explained that the fixed costs to run the Court House and Car Park amount to approximately £10,000 per year. Trust looking at possible cost between £30k-£40k for the installation of a drainage system and other items not associated with the on-going insurance claim.

Action GP asked to produce a list of possible expenditure for the next financial year.

6. Curators report (PH)

- (i) Update – Picture from AG may be ready end of May/June. New leaflet ready for circulation by Brochure Connect (BC). Need to look at other methods of distributing information around Eastbourne (not covered by BC). 1067 exhibition and 50 years since the Court House Museum opened nearly ready for display. Also received the Bayeux Tapestry replica.
- (ii) Redecoration of Court House and work on the Gaol – Robing room re-painted and other walls may require some work. Work on the Gaol has started but 1st cell has uncovered a possible Tudor window. PE to contact WDC, E.Sussex Archaeology and Archaeology SE for advice. Entry Gate in Oak to the Gaol (as agreed with WDC Conservation as like for like) being prepared for installation.
- (iii) Risk Assessment update – GP to contact a local advisor (qualified)
- (iv) External moveable notice boards - £110 double sided.
- (v) Advertising for volunteers – on hold. RS suggested an open day for PPC so that Cllrs are aware of all the work in the Court House and Gaol. PH organising a volunteers meeting. Reminded about Pevensey PC information day 22 April. RS also suggested placing flyers in local pubs

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7. Clerks Report - correspondence and matters arising

- (i) Correspondence
Letter from Castle Cottage Tea Rooms distributed. Design of outer door to Gaol design distributed.
- (ii) Matters arising from 21 December and 31 January Emergency Meeting
Update on complaint following the emergency meeting 31 January – RS reported that PPC Complaints Committee had rejected the complaint on the grounds that there was no case to answer. Discussion followed as most of the Trustees expressed concern at the decision. PL proposed the following: In order to overcome misunderstandings with PPC it would be advantageous to share the CIO or parts of the CIO on a confidential basis. Seconded by NB 3 for 4 against 2 abstentions. Motion not passed
RS proposed the following: PTT write to the Clerk to PPC asking for the questions that Cllrs wish to raise regarding the CIO. Seconded SH. 7 for 1 against 1 abstention. Motion carried
Action RS to contact Clerk to PPC.
RS also proposed that the Trust speak to WDC monitoring officer for further advice. Seconded by PE. 7 for 1 against 1 abstention. Motion carried
Advertising for volunteers – nothing to report
Donations and the Charity Commission. BM read from Charity Commission paper which states *You and the other trustees are allowed to give funds to another charity providing that your charity's objects are wide enough. You should check your governing document to make sure that there is no restriction against the proposed action.* BM pointed out the current CIO objects states: Such other purposes as are charitable according to the laws of England and Wales for the benefit of the **inhabitants of Pevensey** as the trustees in their absolute discretion shall think fit
- (iii) PTT Flag. New headed paper – agreed that design was appropriate and is now installed on PTT headed notepaper
- (iv) Lone Worker Policy and Confidentiality Policy/Protocol – to next meeting
- (v) Court House (insurance claim) update - no information available
- (vi) CIO update – CIO approved and new registration number issued. Trustees expressed concern at the constant pressure placed on PTT and the interference from other organisations as the Trust is a private charity.
RS proposed the following addition to section 12 of the CIO - Removal and retirement of charity trustees new section (f)
(f) the member is removed from membership by a resolution of the trustees that it is in the best interests of the charity that his or her membership is terminated. A resolution to remove a member from membership may only be passed if:
 - (i) the Trust has in the first instance followed the agreed Disciplinary Procedure
 - (ii) the member has been given at least twenty one days' notice in writing of the meeting of the trustees at which the resolution will be proposed and the reasons why it is to be proposedSeconded by PE 8 for 1 against Motion passed.
Action Trust to contact Charity Commission with the amendment
- (vii) Matters reported to Pevensey Parish Council – already discussed
- (viii) 1067 sculpture – Design distributed all agreed 8ft size too big for the Market Square
PVP signage to next meeting

8. Car Park (NB)

- (i) RS proposed the following
NB discontinues volunteering in the Cattle Market Car Park whilst the outstanding complaint is resolved. Seconded by CF 7 for 1 against 1 abstention Motion passed. NB read from a list of equipment held at his home related to the Cattle Market Car Park

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Trust thanked NB for all his work over the years in maintaining the Cattle Market Car Park. NB requested a letter re collection of all Car Park items RS agreed to do this.

Action BM to write to NB stating that RS will liaise with NB a suitable collection date and time.

- (ii) Maintenance – CF and SH agreed to remove any broken planters.
- (iii) Car Parking Fees during winter months. RS reported on an informal discussion with GP and BM and the owner of Castle Cottage re winter parking fees and promised that this would be discussed at the Trust meeting. Concern expressed that this is the only income stream for the Trust which has helped in resolving current maintenance problems and any future work in the Museum, Gaol and Market Square. To be discussed at the next meeting
Action GP to prepare a statement of income collected during the winter months
- (iv) Replacement of planters. Memorial seat for K Belcher to be discussed at the next meeting

9. AOB

- (i) BM raised use of Market Square by a group in February
Action BM to write to the organisation
- (ii) PL raised the issue of suitable burglar alarms in the Court House - to next meeting
- (iii) PL asked if the hole in the bay window could be repaired. PE will speak to the contractor doing the work in the Gaol
- (iv) Dates of meetings for 2017 2 August, 4 October, and 6 December.
- (v) Meeting closed at 9.30pm. Next meeting 5 April