

**PEVENSEY TOWN TRUST**  
**REGISTERED CHARITY NO 234782**  
**MINUTES 6 MAY 2015 APPROVED & SIGNED 8 JULY 2015**

**Present**

Mr P Evans (PE), Mrs G Parsons (GP), Mrs B Molog (BM), Mr N Beaney (NB), Mr Peter Lowton (PL) Mr John Rabbitts (JR), Mr Chris Freeman (CF) Mr Steve Hadland (SH)

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

PE Proposed by NB Seconded by GP All agreed Motion passed

**2. Apologies for absence**

P Harrison (PH)

**3. Approval of minutes 6 May**

Proposed NB Seconded GP All agreed motion passed. Minutes signed with some minor changes. Discussion re printing of approved minutes. NB Proposed JR Seconded that these approved minutes are published on PTT website excepting that confidential/contentious items are redacted. Motion passed 5 for 3 against.

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

None

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

- (i) Up to date accounts circulated  
Proposed PE Seconded SH to accept the accounts All agreed motion passed.  
Some questions raised re various items of expenditure.
- (ii) GP requested that paying slips for the car park are left in the Court House
- (iii) PE explained that since the entry fee to the Court House had been increased the expected income could rise annually by approximately £900-£1000.

**6. Curators report (PE)**

- (i) Updating information  
Car Park sign wording agreed and will be installed shortly. 13 June PH talk 2-4pm Court House free entry. Information sheets for volunteers prepared by PH for laminating by GP and distribution. Small banner already installed outside the Court House, large banner already ordered. All agreed that the large banner needs to be installed as soon as possible. 200 Magna Carta leaflets printed costing £8.
- (ii) Work completed to date  
Beading work completed. Second hand cupboard purchased to insert under the sales table and extra carpentry work completed so that it is now suitable for storage of documents- cost £202. Electrical input cupboard covered- cost £245 agreed previously by BM GP and NB (under £500).

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- (iii) Electric fan heater needs replacing. Proposed PE Seconded GP a budget of £120 to purchase a new heater and install faulty double power point socket. All agreed motion passed.
- (iv) SH to investigate PAT testing

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

- (i) Correspondence received to date
  - Dickens event 5 December  
Proposed PE Seconded SH free parking on the Car Park. All agreed motion passed.
  - Incredible Edible IE (GP)  
Following GP meeting with IE Trustees welcomed the initiative to use agreed areas including the planters for edible flora. IE will maintain the plants and will provide a detailed plan in due course. Proposed SH Seconded CF to accept the offer. All agreed motion passed.
  - June 14 Magna Carta Market (GP)  
Trustees thanked GP for organising the market and to date 14 stalls already confirmed. All agreed that any donations on the day to go to St Nicolas Church. SH and CF agreed to help in setting up the Market Square. Parking to be suspended for the day. GP to place suitable notes on cars parked around the Market Square on 13 June explaining that the area is unavailable on 14 June.
  - Update from Pevensey Parish Council re Drones & Bus shelter sign  
BM email to PPC clerk and response from CAA not very helpful. Trust needs to keep a watching brief on any future drone activity
  - Digital lock for waste bin  
All agreed that present waste collection not effective and waste of money.  
**Action** BM to contact waste recycling company and cancel the contract.
  - Complaints  
Following two complaints Trustees agreed that non-payers of the modest parking fee are issued with an information sheet (prepared by BM) giving reasons why the money raised helps toward the maintenance of the Court House Museum and Gaol.  
**Action** BM to obtain multiple copies of the information sheet.  
**Action** NB to obtain new tickets for the parking machine stating that they are non-transferable.
- (ii) Charitable incorporated Organisation (CIO) update  
BM & GP visited the appointed solicitors and signed a declaration regarding their status and proof of identity. Concerns raised re the time taken to progress the initiative. GP & BM explained that this was due to the complex nature of the original Deed of Trust.
- (iii) Court House Insurance claim  
All trustees had received a copy of RS letter to the loss adjuster. Concerns expressed by the delay. Proposed by PE Seconded by PL to await further instructions/decision from the surveyor RS. All agreed motion passed.

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**8. Car Park (NB)**

- (i) Car Parking Stickers update (NB)  
Some problems with the new stickers  
**Action** NB to suspend issuing new stickers until replacements have been obtained from the printing company
- (ii) Electric barrier & revised quote (NB)  
BM circulated revised quote from the company (CB) which is only for the installation of the coin/card entry machine and electronic barriers all other electrical and building work will require extra costs. NB has approached a local company who have stated that the extra cost could be approximately £3000. PE distributed pros and cons for the electronic barriers.  
All agreed that this item requires careful reading and further discussion.  
Therefore in view of the lateness all Trustees agreed that this is the main item on the next agenda and other reports (Curator, Treasurer and Clerk) are distributed prior to the meeting.
- (iii) Opening of the car park - working well.
- (iv) Maintenance  
NB reported that damage to a fence had been repaired.
- (v) Problems  
Dog mess a problem and coaches using the car park as a drop off point for visitors.

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

Fire risk assessment needs to be completed including fire extinguishers inspection- SH agreed to approach the relevant person to undertake this as soon as possible. But also need to find out situation from previous company.

BM distributed risk assessment forms for the Court House that will need to be considered  
NB reported that work will start shortly on Pevensey Memorial Hall.

Next meeting 8 July

Meeting closed at 9.20pm