

PEVENSEY TOWN TRUST REGISTERED CHARITY NO 234782
APPROVED MINUTES 9 NOVEMBER 2016

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) Mrs B Molog Honorary Clerk (BM)

1. Chair

RS opened the meeting

RS proposed by PE, seconded by GP All agreed. Motion passed RS elected chair

2. Apologies for absence

None

3. Approval of minutes 28 September

Proposed by NB seconded by RP All agreed. Minutes approved and signed.

Proposed by NB seconded by PE that in future all agreed minutes are stored electronically. All agreed.

Motion passed

4. Declaration of financial interest or otherwise

None

5. Treasurers Report (GP)

Monthly accounts circulated.

6. Curators report (PH)

(i) Yearly Update

450 more visitors this year and the best income from sales and entry monies to date.

Request that the Court House advertises in the Eastbourne Tourism booklet. Proposed by SH seconded by PE To agree a budget of £100 to cover the cost of an advert and any excess Clerk to circulate any extra cost to all Trustees. All agreed Motion passed. Also agreed to place an advert in the Wealden and 1066 brochures. Opening days for the Court House discussed by the volunteers. All agreed to maintain the current 5 days opening and review the situation next year. All agreed a Christmas tea party for the volunteers.

(ii) Window replacement

One quote received for replacement of the two damaged windows.

Action 2 more quotes to be obtained

Cleaning the Court House not discussed by the volunteers at their meeting in November. To be reviewed at a later date

(iii) Paint specialist

Note from NB circulated to all present requesting that no quotes are obtained until the survey next year is completed and a report obtained and also the need to obtain at least three quotes if possible for any proposed work.

Two quotes circulated including the cost of replacing the entrance door to the Gaol and discussed in full. PL pointed out that one quote does not include the cost of materials. PE reminded all that suitable materials have already been purchased. Proposed by NB and seconded by GP to accept the estimate from a builders for £11k to undertake essential repairs to the Gaol. All agreed Motion passed.

Action Clerk to contact Wealden Conservation re guidance

(iv) External Display Boards

Removed

PEVENSEY TOWN TRUST REGISTERED CHARITY NO 234782
APPROVED MINUTES 9 NOVEMBER 2016

- (v) Risk Assessment
Clerk contacted the recommended specialist but no return call received.
Action Clerk to try and contact or find another specialist to complete the risk assessment.

7. Clerks Report - correspondence and matters arising

- (i) Correspondence
G Stephens thank you letter
O Visick re remembrance service representatives PE, PH, PL, RS
D Fitton ROAC re car park closure NB reported that this was a genuine mistake but ROAC should phone him if there is a problem.
S Sargent (SS) re donation towards the cost of replacing the lantern at the entrance to St Nicolas discussed in full. Proposed by RP seconded by PL to donate 33% of the total cost of the replacement lamp up to £250 on receipt of an invoice for completed work. 7 for 2 abstentions. Motion passed
Action Clerk to inform SS
ESFRS re course NB requested details of the time of the course
Action Clerk to contact NB with details
Trust agreed to purchase a gift for a retired volunteer who is in hospital
- (ii) Matters arising from 28 September –
LC and 2017 awaiting more information, Castle Cottage Tearoom signage in place.
Policy/Protocol for confidentiality to next meeting
Heating in the Court House (PE) x 2 quotes received. Discussed in detail. One quote does not include the cost of all electrical installation. PH concerned that some of the display materials may need to be moved especially the Pageant Poster. GP has obtained information regarding the installation of SMART meter once the heaters are installed. Proposed by GP seconded by PE to accept the estimate of £2,267.28. 7 for 1 against 1 abstention. Motion passed. PL raised concerns re the method for removing any floor boards in order to install the heaters.
- (iii) Cost of a flag - RS to investigate further
- (iv) Lone Worker Policy to next meeting
Action Clerk to send PL copies of OHTs from Lone Worker course
- (v) Court House Insurance Claim letters circulated from LA and RJS. Meeting arranged for 14 November with RJS I I am at the ROAC to discuss progress of the insurance claim. RS, GP, PH, PE and CF agreed to be present
Action Clerk to confirm meeting with RJS
- (vi) CIO update
Final signatures obtained CIO ready for submission to the Charity Commission.
- (vii) Honorary Clerks Role To the next meeting

8. Car Park (NB)

- (i) Maintenance – Grass mowing Company already undertaking the work. Agreed to mowing the grass April , June and September and arrange any more as required
- (ii) Re-configuration of top car park all agreed to maintain the status quo and discuss this at a later date. NB concerned that the top car park coach spaces are still being used by ROAC
Action Clerk to write to the ROAC requesting that they do not use the top coach spaces to park cars/vans
- (iii) Replacement of plants with decorative slate already completed one pot smashed
Action Next meeting to discuss the removal of the pots and the possible installation of bollards around the Market Square

PEVENSEY TOWN TRUST REGISTERED CHARITY NO 234782
APPROVED MINUTES 9 NOVEMBER 2016

- (iv) NB circulated response to the letters of complaint.
- (v) NB reported that 250 red badges have been distributed. All agreed the need to purchase a further 250 badges. NB also raised concerns that some badges are being used by other non-registered cars.
- (vi) SH request that the car park needs more signage stating that any monies raised from fees supports the historic Pevensey Court House.

Action Clerk to obtain more notices for non payment of the parking fee

9. AOB

- (i) GP requested that 2 new external notice boards are purchased
Action PH to investigate costs
- (ii) NB requested that the Trust considers a donation to the Chestnut Tree Hospice
- (iii) SH requested that PAT and Fire testing requires attention. All agreed
- (iv) SH request that the car park needs more signage stating that any monies raised from fees supports the historic Pevensey Court House
- (v) Date of next meeting 21 December 6pm at the Court House by invitation of the Chair followed at 7pm by the Trust meeting at the Pevensey Volunteer Fire Station
- (vi) Proposed that meetings next year are arranged for the first Wednesday of the selected month.
Meeting closed at 9.40pm

**PEVENSEY TOWN TRUST REGISTERED CHARITY NO 234782
APPROVED MINUTES 9 NOVEMBER 2016**

The following motions were passed at the meeting on 9 November 2016

Agenda Item	Details	Proposed Motion
1	Chair	RS proposed by PE, seconded by GP All agreed. Motion passed RS elected chair
3	Approval of minutes	Proposed by NB seconded by RP All agreed. Minutes approved and signed. Proposed by NB seconded by PE that in future all agreed minutes are stored electronically. All agreed. Motion passed
6(i)	Curators report	Proposed by SH seconded by PE To agree a budget of £100 to cover the cost of an advert and any excess Clerk to circulate any extra cost to all Trustees. All agreed Motion passed. Also agreed to place an advert in the Wealden and 1066 brochures
6(iii)	Repairs to the Gaol	Proposed by NB and seconded by GP to accept the estimate from a builders for £11k to undertake essential repairs to the Gaol. All agreed Motion passed.
7(i)	Correspondence Donation to St Nicolas	Donation towards the cost of replacing the lantern at the entrance to St Nicolas. Proposed by RP seconded by PL to donate 33% of the total cost of the replacement lamp up to £250 on receipt of an invoice for completed work. 7 for 2 abstentions. Motion passed
7(ii)	Heaters in the Court House	Proposed by GP seconded by PE to accept the estimate of £2,267.28. 7 for 1 against 1 abstention. Motion passed