

PEVENSEY TOWN TRUST REGISTERED CHARITY NO 1171696
APPROVED MINUTES 19 September 2017



The Trust was set up for

- 1. Conservation and preservation for the public benefit of the Grade II listed Pevensey Court House and Gaol, Market Square and Cattle Market being of historical architectural or constructional merit**
- 2. Establishment and maintenance of the a museum for the benefit of the public with a particular focus on the Court House and Gaol and its place in local and national history**

Present Mr P Evans (PE), Mr R Slater (RS Chair), Mrs G Parsons (GP) Treasurer, Mr D Brookbank (DB), Mr R Perrin (RP)), Mr C Freeman, Mr P Lowton (PL), Mrs B Molog (BM) Honorary Clerk

1. Chair

RS opened the meeting

2. Apologies for absence

Mr S Hadland (SH), Mr P Harrison (PH), Mrs L Clark (LC)

3. Approval of minutes

Minutes from 2 August read and approved with minor amendments.

4. Declaration of financial interest or otherwise

None

5. Treasurers Report (GP)

- (i) Account summary distributed. GP reported that she has opened a Business Manager Account Trustees discussed the need to publish accounts but all agreed that these are published on the Charity Commission website that can be viewed by the public therefore no requirement to publish accounts on the website.
- (ii) PE produced a summary of income and expenditure.

Action RS to circulate the paper to all Trustees

6. Curators report (PE)

Letter from PH read – requested a thank you letter to Baroness Stedman Scott (chair will undertake this), raised concerns about the two west windows that require replacement and the external porch cladding and has been informed that the exercise yard iron fireplace is Georgian and will require some restoration work.

- (i) Reception 8 September went well. Heritage week-end with free entry was well attended. Discussion re the entry fee to the Museum but all agreed that this needs to be an agenda item at the next meeting so that PH is able to contribute to the discussions. RS also reported that the Pevensey Port

and Levels book is now available on Amazon Kindle. This had been developed from a manuscript found in the Court House. BM pointed out that caution needs to be exercised regarding copyright.

- (ii) Work on Gaol and Tudor Window
Tudor window has been repaired and the wall stabilised. Gaol - following a meeting between the building company and PE, RS and GP work should be completed in 2 weeks time. External door to the street ready for installation. Also the two west windows in the Court House and also the covering to the outer courtyard of the Gaol require planning permission. These items to be discussed at the meeting with the Civil Engineer before any further action is undertaken. RS also suggested the addition of a book case in the Museum.
- (iii) Repairs to the wall in the car park and external painting the Court House
Wall in the car park repaired but further work required. Quote received for £480.00 to finish the repairs. Proposed by PE Seconded by PL to complete the work. All agreed Motion passed. Suggested that the external painting and replacement windows in the Court House can be completed at the same time as both require the use of scaffolding. Agreed that a planning application for the windows may take longer and therefore painting the external wall should be completed as soon as possible **Action** RS to contact WDC re planning permission for the erection of scaffolding.
- (iv) Risk Assessment on hold. **Action** BM to check insurance policy re risk assessment. Fire Risk Assessment and Electricity certificates have been issued.

7. Clerks Report - correspondence and matters arising

- (i) Matters arising from 2 August - Pageant Poster insured separately as well as a number of other items. **Action BM to check insurance and also include other items when the policy is due for renewal next year.** PC not contacted re permission to use the embroidery on post cards. Information Board - LC contacting WDC for the key.
- (ii) Correspondence – Letter from a resident re disposal of the model of the Ark Royal. Trust has given permission for disposal of the model. Email from WDC to English Heritage re lack of progress in repairing castle footpaths. Also enclosed details of an email sent in May to English Heritage and lack of response. Thank you letter received re the 8 September reception.
- (iii) Lone worker policy and Confidentiality policy/protocol
Proposed by RS Seconded by GP to accept the Confidentiality policy/protocol. All agreed Motion passed. **Action** BM to check data protection and the storage of personal documents. Lone worker policy discussed in detail. All agreed that this requires further discussion as the policy may need to reflect the working practices for volunteers in the Court House. BM expressed concerns that often volunteers are alone and this practice may require some thoughts for the 2018 season.
- (iv) Court House (insurance claim) update
Meeting arranged with the Civil Engineer for Monday 25 September 11.30 at the Court House and then onto Priory Court Hotel. All agreed that the meeting should be held in Priory Court Hotel **Action** BM to contact Civil Engineering Company with the change of venue.
- (v) Information signs for the Market Square - LC has provided a breakdown of costs including planning application submission.
- (vi) CIO update - BM gave GP an update from the Charity Commission on submitting accounts.

8. Car Park (RS)

- (i) Update Car Park and Market Square

CF commented that the Car Park is running smoothly and asked if there had been any complaints. BM reported none for the last 6 months. All agreed to replace the flag. **Action** RS to ask the gardener to clear weeds from the Car Park.

(ii) Flower tubs – will need re-planting for the winter.

(iii) AOB

RS has spoken to the new owners of ROAC and explained the role of the Trust and available passes to enable staff to use the Car Park.

9. **AOB and date of next meeting**

(a.i) The newly discovered Tudor window in Cell I discussed and PL suggested that this could become a new tourist attraction. PL Proposed that the Trust undertake a feasibility study/research on Cell I with a view to returning it to its original state if possible. Seconded by RS All agreed Motion passed.

(a.ii) DB raised concerns regarding the possible closure of Pevensy Bay Library. All agreed that this item requires constant updating.

(a.iii) Date of Next Meeting 25 October Meeting closed at 9.00pm

The following motions were passed at the meeting on 19 September 2017

Agenda Item	Proposed Motion
7(iii)	Quote received for £480.00 to finish the repairs to the wall in the car park. Proposed by PE Seconded by PL to complete the work. All agreed Motion passed
7(iii)	Proposed by RS Seconded by GP to accept the Confidentiality policy/protocol. All agreed Motion passed
9	PL Proposed that the Trust undertake a feasibility study/research on Cell I with a view to returning it to its original state if possible Seconded by RS All agreed Motion passed