

**PEVENSEY TOWN TRUST REGISTERED CHARITY NO 1171696
APPROVED MINUTES 2 AUGUST 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 Chair (RS), Mrs G Parsons Treasurer(GP), Mr D Brookbank (DB), Mr P Harrison (PH), Mr R Perrin (RP)), Mrs B Molog Honorary Clerk (BM)

- 1. Chair**
RS opened the meeting
- 2. Apologies for absence**
S Hadland (SH), P Lowton (PL)
- 3. Approval of minutes**
Minutes from 10 May and 24 May read and approved
- 4. Declaration of financial interest or otherwise**
None
- 5. Treasurers Report (GP)**
 - (i) Accounts presented. £500 excess of income over expenditure
DB suggested that the Trustees should consider transferring money to the COIF account
- 6. Curators report (PH)**
 - (i) Work on Gaol and Tudor Window
PE presented a report on the progress of work to date on the Gaol
Two quotes received on work required to the Court House
 - external decoration to the exterior wall of the Courthouse two quotes received A & B
Proposed by PE and seconded by DB to accept quote B all agreed Motion passed
 - Tudor Window repairs in cell one Proposed by PE Seconded RS to accept quote A 5 agreed 1 abstention Motion passed,
 - Proposed by PE to repair the external stone plaque No seconder Motion not passed.

- RS has also received a 2nd verbal quote for repairs to the lower car park wall.
Action RS to circulate the quote C to all Trustees once details are received and a majority decision can be made to accept either quote A or C so that work can commence as soon as possible.
- (ii) Curators report (PH)
AG painting – Invoice received for £130 + vat for work on the design of a poster for printing and passed onto GP for payment. Printing arranged and all agreed that the cost for the poster £4.00.
40 posters ordered plus an accompanying information sheet. GP objected to the printing and sale of the posters. Also received from AG details of cost for a licence fee of £250.00 that will allow the Trust to use the painting for postcards etc. Agreed to pay for the items received from AG.
RS pointed out that in future all items of expenditure for the Museum must be discussed and agreed by the Trustees. DB also suggested that the Trust need to consider expenditure limits. Trust already agreed a £500.00 for emergencies or vital work. Proposed by RS seconded by RP that any other items of expenditure for the Court House Museum must be agreed by the Trustees. All agreed Motion passed.
Eastbourne Tourism sending a photographer in order to produce extra photos for their website to promote the Heritage events September 7-10. Museum opens 9-10 September.
Outside display board delivered. RS also purchased a lightweight display board.
Action BM to check if the Pageant Poster is on the current insurance
Action BM to ask PC if he is agreeable for the Bayeux Tapestry to be reprinted as post cards
- (iii) Reception to celebrate AG painting and replica Bayeux Tapestry on 8 September
Invitations sent. DB has contacted the Deputy Lieutenant of East Sussex Baroness Stedman-Scott who has agreed to attend. £150.00 budget agreed.

(iv) Risk Assessment on hold

7. Clerks Report - correspondence and matters arising

- (i) Matters arising from 2 August
Meeting with PPC - DB reported on discussions with WDC re complaints against Parish Cllrs and the role of the Parish Council in resolving such matters.
GP proposed that the memorial bench for KB is not feasible. Seconded by PE 4 for 2 abstentions. Motion passed.
- (ii) Correspondence – Letter received from Castle Cottage Tea Rooms re disabled parking RS replied
- (iii) Lone Worker Policy
Draft Confidentiality Policy/Protocol
Action BM to circulate both policies for approval
- (iv) Court House (insurance claim) update
Action BM to write to Civil Engineer who is managing the project to set up an urgent meeting to discuss progress.
- (v) Signs for the Market Square
LC reported that this on hold due to work involved with the Scarecrow Festival.
- (vi) Meetings – BM suggested that any external meeting x2 Trustees should be present

8. Car Park (RS)

- (i) Update on work on the Car Park and Market Square
White lining complete and new flower tubs look good. New coach and motor homes sign now in place.
- (ii) Quotes for work to the wall in the car park - already discussed.
- (iii) Other maintenance

RS reported that the flag needs replacing as it is badly damaged.

Action BM to contact WDC re poor condition of their information board and seek permission for PTT to use this for their information displays.

PVP also asked if the car park could be used for a fund raising boot market. Trustees raised concerns re parking especially in the High Street. A better suggestion would be a market on the Cattle Market Square.

9. AOB and date of next meeting

PH suggested a donation to St Nicolas Church All agreed unnecessary. PE reported that Ivy had been removed from the wall in the car park.

Date of Next Meeting 19 September Meeting closed at 8.55pm

The following motions were passed at the meeting on 2 August 2017

Agenda Item	Proposed Motion
6(i)	External decoration to the exterior wall of the Courthouse two quotes received A & B Proposed by PE and seconded by DB to accept quote B all agreed Motion passed
6(i)	Tudor Window repairs in cell one Proposed by PE Seconded RS to accept quote A 5 agreed 1 abstention Motion passed
6(ii)	Proposed by RS seconded by RP that any other items of expenditure for the Court House Museum must be agreed by the Trustees. All agreed Motion passed.
7(ii)	GP proposed that the memorial bench for KB is not feasible Seconded by PE 4 for 2 abstentions. Motion passed.