

**PEVENSEY TOWN TRUST REGISTERED CHARITY NO 1171696
APPROVED MINUTES 21 DECEMBER 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 GP, seconded by PE All agreed. Motion passed RS elected chair

2. Apologies for absence

S Hadland

3. Approval of minutes 9 November

Minutes approved and signed.

4. Declaration of financial interest or otherwise

None

5. Treasurers Report (GP)

Monthly accounts circulated.

6. Curators report (PH)

(i) Update - Application completed to join Eastbourne Tourism website and associate documents. All agreed this is a good idea but in view of the costs there is a need to monitor the effects of all the advertising on visitor numbers for 2017 as this is approximately £400. Heaters all installed. EDF coming 6 January to install a smart meter.

(ii) Window replacement, redecoration of the Museum and replacement of the external stone plaque
A joinery firm has visited the Court House with civil engineer to measure the windows. All agreed that this should be included in the Listed Building planning application prepared by civil engineer for the restoration of the west wall, toilets and water and covering to the open courtyard.

Trustees agreed to undertake any painting to the Museum in the New Year. PE presented a quote for repairs to the external stone plaque. All agreed to obtain two more quotes. Proposed by NB
Seconded by CF to discuss this in the autumn. All agreed Motion passed

(iii) Risk Assessment

On hold until the New Year

(iv) PAT and Fire Testing

Certificates obtained

(v) External Moveable notice boards

Quotes obtained including removable inserts at an approximate cost of £150. Proposed by PE
Seconded by GP to purchase one board. All agreed. Motion passed

(vi) Advertising for volunteers in the Parish Pump

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Proposed by PE Seconded by CF to have a joint advertisement for the recruitment of volunteers with Pevensey Volunteers, PSSG in the Parish Pump. All agreed Motion passed

7. Clerks Report - correspondence and matters arising

- (i) Correspondence
Email re re-imburement of taxi fare. All agreed that this sets a dangerous precedent and the notice states that the car park is closed at 6pm.
Action Clerk to write to the person concerned and explain the Trust decision not to pay the taxi fare.
Email re rubbish in the Market Square. Further email re suggestions for use of the Market Square. All agreed to set up a joint meeting in the spring to look at various issues associated with use of the Market Square.
Action Clerk to write a letter.
Letter re free parking concession during the winter months. NB proposed that the top car park is used during the winter months as a free parking zone. This item already discussed at a previous meeting and as there was no seconder the motion was dismissed. Also discussed the process of offering a free two hour concession - dismissed as too costly to implement or supervise.
Action Clerk to write a letter.
Fire Risk Assessment completed, Clerk circulated action points – fixed wire testing needs to be undertaken
Action PE to contact the company that has installed the heaters for the appropriate certification Use of car park and market square 14 January 6pm – 11pm. All agreed to support this.
Action Clerk to send the organisation a copy of the protocol for use of the car park/market square to be completed and returned asap.
- (ii) Matters arising from 28 September
Painting the Gaol work to commence in February following approval already received from Wealden Conservation Dept.
Donation to Chestnut Tree House. Proposed by NB Seconded by GP to donate £250 to the following Charities: Macmillan Nurses, Chestnut Tree House and St Wilfrids Hospice if this is possible as PTT is a charity. 5 for 2 against 1abstention. Motion passed
Action Before any action Clerk to check if it is possible for a charity to make a donation to another charity
- (iii) Honorary Clerks Role paper circulated. Clerk explained that certain items need to be undertaken by a designated Trustee as there are often legal implications e.g. work on the Court House and various applications to the District Council.
- (iv) Cost of a flag. RS has obtained a digital representation of the insert for the flag. Proposed by NB Seconded by GP to go ahead with the flag at an approximate cost of £200. All agreed Motion passed
- (v) Lone Worker Policy group agreed to meet before the next meeting
- (vi) Court House Insurance Claim letter from civil engineer circulated to the Loss Adjuster with a list of all items that need to be undertaken prior to any work commencing on the Court House e.g. archaeological investigation. Also still pursuing the installation of suitable drainage as part of the insurance claim. All agreed that the insurance claim is a long drawn out process and best to let civil engineer handle this work.
- (vii) CIO update forms submitted and response received
- (viii) Policy/Protocol for confidentiality circulated for consideration at a future meeting

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8. Car Park (NB)

- (i) Maintenance – broken bollard to be repaired. Leaves need to be removed.
- (ii) Replacement of planters All agreed that these are beginning to look untidy and any broke ones to be removed.

Action NB to investigate the cost of boulders to go around the Market Square

- (iii) Extra signage for the car park. All agreed that this was sufficient

9. AOB

- (i) RS circulated a copy of the proposed newsletter. All agreed that this was an excellent idea as it gives local residents information regarding the use of funds raised from the car park to help with the restoration, maintenance and installation of toilets in the Court House and Gaol.
- (ii) Proposed by GP Seconded by PL the Trust investigates the installation of a memorial seat for KBelcher. All agreed Motion passed. NB to find out costs.
- (iii) Dates of meetings for 2017 (first Wednesday of the month) circulated 4 January 1 March, 5 April, 7 June, 2 August, 4 October, 6 December. Agreed to delete January meeting except if there is an emergency.
- (iv) Meeting closed at 9.20pm. Next meeting 1 March.