

PEVENSEY TOWN TRUST
REGISTERED CHARITY NO 234782
APPROVED MINUTES 27 January 2016

Present Mr P Evans (PE), Mrs G Parsons (GP), Mrs B Molog Honorary Clerk (BM), Mr N Beaney (NB), Mr P Harrison (PH), Mr R Perrin (RP), Mr S Hadland (SH), Mr Peter Lowton (PL), Mr R Slater (RS)

1. Appointment of Chairperson (GP)

GP opened the meeting. NB Proposed by PE Seconded by PL as Chair. All agreed Motion passed NB appointed Chair for the meeting.

2. Apologies for absence

None

3. Approval of minutes 27 January

Minutes approved and signed

4. Declaration of financial interest or otherwise

PE declared an interest in any the item re St Nicolas Church

5. Treasurers Report (GP)

Accounts to date circulated.

GP reminded all that the original 2012 Surveyors Report on the Court House has certain financial implications. PE explained that items listed in section 4.03 had been completed at an approximate cost of £20,000. Section 4.06 Roof replacement at an approximate cost of £40,000. All agreed to wait for the next surveyors report in 2017 before making any decisions regarding further repairs to the Court House. PL reminded Trustees about other repairs that need to be considered e.g. the damage to the wall beneath the window.

Action Clerk to contact the company that undertook the original survey in 2012 for dates in 2017.

6. Curators report (PH)

(i) Court House leaflet and publicity

PH distributed copies of the A5 and A3 posters for this year's events at the Museum. A new 1066 discovery trail for children has been included. Brochure Connect will deliver 5000 leaflets across Wealden and 2000 across Rother to various commercial business and outlets at a cost of £50. All agreed that this was a suitable method of distribution.

Action PH to confirm cost of delivery by Brochure Connect

PE proposed and NB seconded that 10,000 leaflets are purchased at an approximate cost of £450. All agreed Motion passed. Also suggested that the leaflets are also delivered to households in Langley and Hailsham.

PE proposed and SH seconded that the banners are reprinted at a cost of approximately £30 to also include St Nicolas 800th celebrations for 2016. All agreed Motion passed.

Action PH to contact various organisations that will undertake household deliveries. RP suggested that the leaflet also contains an item regarding the need for more volunteers.

(ii) Prioritising Maintenance

PH requested that the Trust consider covering the outer courtyard to the Gaol and the drainage but this work, once agreed, is not undertaken until the Museum closes in the autumn. All agreed. SH agreed remove the outer partition to the first cell (as requested by Conservation) and also the shelving so that it is returned to its original structure before the Museum opens in April. SH also agreed to look at the installation of a lockable display cabinet in the first cell. SH will deal with the moss on the roof at a suitable time.

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- (iii) Costs copyright re the commissioning of a painting for 2017
Clerk distributed email received from the artist which states that he retains copyright to the painting.
Action PH to investigate further copyright details with the artist
- (iv) Damaged cupboard not discussed
- (v) Brochure Connect See item (i)

7. Clerks Report - correspondence and matters arising

- (i) Correspondence
 - St Nicolas Church celebrations - letter asking for a donation towards the concerts
After much discussion PL proposed and RS seconded that the Trust sponsor the Hailsham Choral Society with Pevensey & Westham School concert on 11 June at a cost of £435
5 for 2 against and 1 abstention. Motion passed.
Action Clerk to write to St Nicolas informing them of the decision
Agreed to keep the car park open for certain events and also request that St Nicolas Church give out notices for cars that are attending events and avoid any misunderstanding.
 - ESAB letter discussed
Action Clerk to write to EASB
 - Pentacle Drummers event
Action Clerk to look at protocols (and a possible contract) for future events in the Market Square to include details of attendees and events, insurance, cleaning, safety etc.
- (ii) Matters arising from 27 December
 - Series of draft policies already distributed and in view of the time to the next meeting
 - 2016 Wealden Food and Wine Festival 16-17 July in the grounds of Pevensey Castle. But parking a major issue and PL requested details of any possible parking sites.
- (iii) Protocols for grants already distributed and in view of the time to the next meeting
- (iv) Electronic Barriers
NB pointed out that currently the Trust lose approximately £3000 per year from non-payers and the issue of 200+ free parking tickets. GP proposed and SH seconded the following Do we install electronic barriers in the car park. RS then proposed and PE seconded the following amendment. Further discussion re Electronic Barriers postponed for 18 months. 6 for 2 against, Motion passed. First motion not considered. NB also suggested that the Trust need to look at alternative methods of controlling the parking on entry and exit. Clerk suggested that the current state of the uneven surface in the lower car park needs to be considered and surplus money retained for any future repairs.
- (v) Court House Insurance Claim
Discussed letter from Loss Adjuster stating that the claim for damage will not include a solution to the drainage problem. Proposed by RP and Seconded by NB that Clerk write to the owners of the adjacent building requesting immediate action re the water drainage problems from their property within 7 days otherwise legal action will be considered. 3 for 3 against 2 abstentions. Chair gave casting vote agreeing to the action. Motion passed. BM refused to take this action as any letter should contain the technical details of the damage and possible solutions from the Civil Engineering Company who are dealing with the claim. Proposed by PL and seconded by PH that any letter contains

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- information from the Civil Engineering company of the damage and drainage problems to the adjoining owners of the property and proposals to solve the problem
- notice that failure to take action within 4 weeks will result in the Trust considering legal action

7 for 1 abstention Motion Passed.

Action Clerk to consult the Civil engineering Company for details of the drainage problems and then write a letter to the adjoining property enclosing the information.

CCTV results of investigation already circulated all agreed to wait until the more urgent water drainage problem is solved as this work could form part of any agreed procedures.

(vi) CIO report

Meeting held amendments to draft constitution inserted. NB requested a copy

(vii) Fire Risk Assessment

Action Clerk to purchase 2 battery operated fire alarms and illuminated signs

Installation of telephone line - Clerk and SH contacted BT unhelpful and awaiting a response re position of entry of the necessary cabling to the Court House.

Action NB agreed to investigate further

8. Car Park (NB)

(i) Maintenance - fence repairs undertaken by NB thanked by the Trustees

(ii) Non Transferable tickets machine serviced on 14 January

Action Clerk to check if non-transferable tickets installed.

(iii) Closing the car park

PE no longer able to do this RS agreed to undertake this.

(iv) NB requires more notices for non-payment of parking fee

Action Clerk to obtain more copies.

9. AOB & Date of next meeting

(i) NB requested that the Trustees consider moving the Flag pole to a new position
Ideas to be discussed at the next meeting

(ii) CIO meeting to be re-convened after 2 March

(iii) GP electricity now paid by direct debit

(iv) PL distributed details of Wealden's new funding proposals

(v) Next meeting 2 March

(vi) Meeting closed at 9.45pm.