

PEVENSEY TOWN TRUST
REGISTERED CHARITY NO 234782
APPROVED MINUTES 25 May 2016

Present Mr P Evans (PE), Mr P Harrison (PH), Mr S Hadland (SH), Mr R Slater (RS), Mr C Freeman (CF), Mr P Lowton (PL), Mrs G Parsons (GP), Mrs B Molog Honorary Clerk (BM)

1. Appointment of Chairperson

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

2. Apologies for absence

Mr N Beaney (NB), Mr R Perrin (RP)

3. Approval of minutes March

Proposed by PE Seconded by GP
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)

End of Year audited accounts presented. Proposed by PE Seconded by CF to accept the End of Year Accounts. All Agreed. Motion passed. Monthly accounts circulated. Financial situation healthy at the moment in order to cover extra costs for possible future work at the Court House. Twice yearly contract for the maintenance of the ticket machine discussed and recommended that any service costs are added to the list of expenses in the future.

6. Curators report (PH)

- (i) Update on work to the first cell - partition removed
- (ii) Report from paint specialist - requested but not received PE explained that the installation of the cabinet in the first cell has been put on hold and the carpenter informed.
- (iii) Painting quote for framing – cost to be approximately £60 for a suitable frame. PH in contact with the artist and all agreed that the painting should be larger than A3. He may charge for research visit as per contract.
- (iv) Volunteers book – not required. Volunteers to sign rota book.
- (v) PH report - current displays have been laminated and special cards printed for sale, difficulty in recruiting volunteers for the Court House, in contact with a local historian who has some interesting facts re the Court House
Action BM to circulate email to local schools re the displays in the Court House.

7. Clerks Report - correspondence and matters arising

- (i) Correspondence
Invitation from Pevensey PC re Queens Birthday x2 members – GP agreed to complete the form
Request from Bishop Bell School student to keep the Car Park open on 7 July until 7pm for photos in Pevensey Castle – All agreed.
Action BM to contact the student
ROAC Re parking on 4 June – All agreed
Action BM to contact the ROAC and provide parking for the vintage cars on 4 June
Email from LC – All agreed that PH should represent the PTT on the committee looking at enhancing the historical aspects of Pevensey.

PEVENSEY TOWN TRUST
REGISTERED CHARITY NO 234782
APPROVED MINUTES 25 May 2016

- (ii) Matters arising from 2 March – Volunteer Training Proposed by PL Seconded by PE that all new Trustees should attend recognised training paid by the Trust within 6 months of appointment. All agreed Motion passed.
Complaint - PE read from letter sent to PPC and their response . This stated that the matter was an internal one and needs to be resolved by the PTT and not appropriate for PPC. To be discussed at the next meeting
- (iii) Storage of PTT documents held by BM and GP
Both BM and GP stated that the ever increasing volume of documents should be stored by the Trust. Agreed that some of the historic documents need to be retained and others discarded. SH to look at suitable secure cupboards that can be used in the Gaol for these documents
- (iv) Draft Policies
Grievance – from SH already circulated
Lone Worker Policy – from PE to be circulated
Child Protection - BM to circulate policy agreed for Stone Cross Windmill
Discussed the leaflet produced by ESCC on Child Protection. Proposed by SH Seconded by PE that Grievance, Lone Worker and Child Protection Policies are circulated and any comments or amendments are passed onto the Clerk ready for approval by mid-June. All agreed Motion passed.
Also agreed that all policies need to be reviewed on a yearly basis.
Action BM to circulate the 3 policies for comments.
Other remaining policies to be discussed at another meeting
- (v) Other policies to be discussed at a later date
- (vi) Parking for Wealden Food and Wine Festival PL reported that this has now been undertaken and information sent to Wealden with the assistance of NB.
- (vii) Court House Insurance Claim – no further information received. Minutes from the meeting on 22 March agreed. Further discussion regarding responsibility for the surface water problem. All agreed to await further instructions from the Civil Engineering Company.
- (viii) Fire Risk Assessment - All signs installed by SH. Mobile phone connected.
- (ix) Portable toilets - BM investigated costs as follows to purchase approx. £1000 + delivery charge + set up costs servicing weekly approx. £200 per month. Following the meeting of volunteers who have stated that they would be unwilling to use this facility. No further action required.
- (x) CIO Draft 3 - NB note circulated to all Trustees with concerns that the original draft should be reinstated and that draft 3 should be declared null and void. All present disagreed and discussed draft 3 that had been amended following the working party meeting in April. Following lengthy discussions certain additions/deletions suggested by PL inserted in draft 3. Proposed by PL Seconded by RS to accept and adopt draft 3 of the new CIO Constitution and proceed with the application to the Charity Commission. All agreed Motion passed and relevant CIO document signed by all those present.
Action BM to circulate amended Draft 3 of the CIO Constitution.
Action BM and GP to start the application to the Charity Commission for CIO recognition.
- (xi) CCTV update – now fully functional.
Action SH to supply a suitable CCTV sign informing the public that CCTV is used on the premises.
- (xii) Honorary Clerk's Role – to the next meeting

8. Car Park (NB)

- (i) NB report read to all present – awaiting fence repairs and replacing the flag pole
Disquiet expressed by some Trustees at the cost of re-installing the flag pole in a new position (£600). Still problems with non-payment of parking fees especially coaches.

PEVENSEY TOWN TRUST
REGISTERED CHARITY NO 234782
APPROVED MINUTES 25 May 2016

Action NB to provide a list of coach companies and BM to write to them.

9. AOB

- (i) Planter on the Market Square destroyed now replaced and re-planted
- (ii) GP Has arranged with Incredible Edible for weeding to be undertaken
- (iii) Disabled Parking - Proposed by PE Seconded by GP to provide one disabled parking bay by the toilets. All agreed Motion passed
Action BM to investigate.
- (iv) New flag for 1066 to be inserted on the new re-positioned flag pole
- (v) BM reminded all Trustees that a permanent Chair (for 1 year) needs to be appointed.

Date of next meeting 6 July

SH apologies in advance on holiday

Meeting closed at 9.45pm.