

PEVENSEY TOWN TRUST
REGISTERED CHARITY NUMBER 234782
APPROVED MINUTES 21 OCTOBER 2015

Present Mr P Evans (PE), Mrs G Parsons (GP), Mrs B Molog (BM), Mr N Beaney (NB), Mr P Harrison (PH), Mr R Perrin (RP), Mr C Freeman (CF), Mr S Hadland (SH)

1. Appointment of Chairperson (NB)

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

2. Apologies for absence

Mr Peter Lowton (PL), Mr R Slater (RS) arriving later

3. Approval of minutes September

NB Proposed Seconded by RP. Approved and signed

4. Declaration of financial interest or otherwise

PE declared an interest in the item re St Nicolas Church

NB declared an interest in the item re Pevensey Memorial Hall

5. Cattle Market Electric Barrier

Quote from Company B £44,000 + vat and quote 3rd from Company A distributed.

BM circulated a guestimate of possible full costs from Company A. No quote received from Company C. Company D declined to offer a quote stating that the guestimate of cost would be £50,000. NB stated that he had not received the 3rd quote from Company A in February.

GP pointed out that no budget had been agreed to date for electronic barriers.

All agreed that this item is deferred to the next meeting.

6. Treasurers Report (GP)

Accounts to date circulated. Internet banking in place by the week beginning 26 October.

GP gave an outline of expected expenditure for the coming year (approximately £7,000) which did not include any extra expenses related to repairs to the west wall of the Court House which the Trust may have to undertake. Income from the Court House for this season £2987.25

7. Curators report (PH)

(i) Opening hours reduced from 7 days to 5 days for the present season and has been difficult with the volunteers

(ii) Volunteers - still a need to recruit more volunteers. Meeting of all volunteers 27 October 10.40pm at the ROAC. CF asked about the process of recruiting volunteers. PH and PE explained that volunteers are given an information sheet with details about the Museum. Discussion re opening times for the following season – retain the present 5 days opening or reduce this to 4 days

PEVENSEY TOWN TRUST
REGISTERED CHARITY NUMBER 234782
APPROVED MINUTES 21 OCTOBER 2015

dependent on number of volunteers. NB raised the Health and Safety of volunteers and the need to consider x 2 volunteers on duty at any one time. This item to be discussed at the next meeting.

- (iii) 1066 - 950th anniversary next year PH suggested a 1066 quiz with 1st 2nd and 3rd prizes. Proposed by PE Seconded by SH that the Trust provide £100 for the prizes
All agreed Motion passed. PH to discuss this with the volunteers at the meeting on 27 October
- (iv) PH also explained the special exhibition for the next season titled 'The Great 1066 Invasion' including the story of the Pevensey Mint.
- (v) All agreed a Christmas tea for volunteers
- (vi) Fire Risk Assessment (FRA) to be arranged.

8. Clerks Report - correspondence and matters arising

- (i) Correspondence list already distributed. No questions
- (ii) Letter from Pevensey Memorial Hall for a grant of £5000 towards urgent repairs to the premises which will be closed from week beginning 26 October. NB gave an outline of the work required for the Hall. RS arrived at this point. Trustees discussed possible expenditure commitments to the west wall of the Court House which the insurance may not cover. Trust had already contributed £2000 to the roof repairs. BM suggested that the Trust need to set up an agreed protocol for organisations seeking grants/donations. Proposed by PE seconded by RS that the Trust donates £2000 towards the cost of these repairs. 2 for 5 against 1 abstention. Motion failed.
Action BM to write to Pevensey Memorial Hall explaining the decision
- (iii) Matters arising
St Nicolas Church request for sponsorship – more information required
Action BM to write to St Nicolas Church requesting information re the programme of events and costs
Pevensey Sign - BM circulated new design. NB explained the original sign designed by PH with approval from the Trust.
Action BM to write to Pevensey Parish Council – explaining that the Trust are unhappy with the new sign and feel that the original depicts the true background to Pevensey as it was one of the original Cinque Ports (hence the boat on the original design).
- (iv) CIO
Proposed by PE Seconded by CF that BM and GP prepare a draft CIO for the Trust to read and make any changes/amendments. 7 for 1 against Motion passed.
- (v) Insurance Claim

PEVENSEY TOWN TRUST
REGISTERED CHARITY NUMBER 234782
APPROVED MINUTES 21 OCTOBER 2015

BM distributed email to the Loss adjuster requesting a CCTV inspection of the porch as requested by WDC and the County Archaeologist.

- (vi) Rent from BT post (NB)
PE explained that the BT post is not on Trust land
Rent from ROAC re porch (NB)
RS explained that the porch is on Trust registered land and according to the schedule on the original Deed of Trust rent was collected.
After discussions it was decided not to pursue these matters.

9. Car Park (NB)

- (i) Maintenance - Grass cutting undertaken, fence repairs in hand
- (ii) Non Transferable tickets - awaiting CaleBriparc to insert the new programme. NB reported that on 18 October there had been 15 cars not paying £2.00. All agreed to close the car park as soon as it gets dark during the winter months.

10. AOB & Date of next meeting

- (i) Confidential matters
BM circulated a confidential letter to the Trustees and explained that this letter had not been sent to Trustees prior to the meeting as there is always a concern that confidential information is often circulated outside PTT meetings often causing upset and misunderstanding in the local community. All agreed to discuss this item at the next meeting so that Trustees have an opportunity to digest the paperwork. RS raised concern that this item should have been mentioned earlier.
- (ii) CF suggested that local school children should have an opportunity to design the
Pevensey sign
- (iii) GP email from St Nicolas Church re parking - response to St Nicolas Church giving telephone numbers of contacts if the Church requires special considerations.
- (iv) Meeting closed at 9.30pm
- (v) Next meeting 2 December.

Dates of meetings

Agreed 20 January and 2 March 2016