

PEVENSEY TOWN TRUST
REGISTERED CHARITY NO 234782 APPROVED MINUTES SEPTEMBER 28 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), Mrs B Molog Honorary Clerk (BM)

1. Chair

RS opened the meeting

Clerk reminded Trustees that the Deed of Trust is still in use until CIO is approved. Therefore there is a requirement to elect a chair at each subsequent meeting

RS proposed by PE, seconded by GP 5 for 1 against. Motion passed RS elected chair

Proposed by RS seconded by GP to accept the following amended statement for the signing in book -

'Trustees are reminded that all business conducted is of a confidential nature and no contact should be made with the press or other media except by the clerk or mandated trustee. This of course does not preclude Council representatives to report back to their relative councils. 5 for 1 against. Motion passed.

5 Trustees present signed the book. NB stated that he had sought legal advice and been advised not to sign the book. PL suggested that once the CIO is in place the Trust need to consider a policy/protocol for confidentiality.

RS reminded Trustees that only urgent matters should be included in AOB.

2. Apologies for absence

Mr S Hadland (SH), Mr C Freeman (CF), & Mr P Harrison (PH)

3. Approval of minutes 28 August

Minutes approved and signed.

4. Declaration of financial interest or otherwise

None

5. Treasurers Report (GP)

Monthly accounts circulated. PE reported that takings in the Court House had increased from last year

6. Curators report (PE) Written report from PH circulated

(i) Update

PE reported that sadly one newly recruited volunteer had died. Suggested that next season the Trust may need to consider opening Thursday to Sunday if the volunteer provision does not improve. This will be discussed at the volunteer meeting in November.

(ii) Maintenance plan

Two windows require replacing and third window requires minor repairs in the Court House.

Action Clerk to contact RJS re name of a suitable Window specialist. **Action PH/PE** to then obtain a quote and report to the Trustees.

Cleaning the Court House to be discussed by the volunteers at their meeting in November.

(iii) Paint specialist

Despite repeated requests no quote received for the work required in the Gaol. New specialist to be sought.

Action PE to find out more information

Action Clerk to circulate quote once received

(iv) Historical Society Tea

Arranged for 4 October 2-3 pm at the Court House followed by tea at the Priory Court Hotel.

(v) Website

Nothing to report. RS has initiated a Facebook page.

PEVENSEY TOWN TRUST
REGISTERED CHARITY NO 234782 APPROVED MINUTES SEPTEMBER 28 2016

- (vi) Display boards
Need to ascertain the condition of the boards before any work/replacement is undertaken
- (vii) Risk Assessment
Discussed the need to obtain informed information from an external specialist
Action Clerk to contact recommended specialist and obtain a quote for Risk Assessment.

7. Clerks Report - correspondence and matters arising

- (i) Correspondence
Pevensey Bay Life - All agreed no response required.
NB comments re CIO circulated. Parliament week no action required.
3 Complaints re NB and the car park to be discussed in item 8
LClark re 1067/2017 celebrations more detail required.
Action Clerk to write to LC requesting more detail
Request from Castle Cottage Tearoom for 2 signs.
Action Clerk to write to Castle Cottage Tearoom requesting further details of size, wording and position.
- (ii) Matters arising from 24 August –
Clerk's Complaint – letter from NB and Clerk circulated. RS Proposed the following statement
'We the Trustees take any complaints of breach of confidence, sexism or other behaviour very seriously. We would very much like to see a resolution on this case. However as this complaint was dated before our adopted grievance procedure we are unable to do anything but record this in the minutes. In future any allegations will be dealt with through our grievance procedure and complaints passed onto representative bodies where applicable.' Statement seconded by GP. All agreed Motion passed
Clerk expressed concerns about the derogatory comments made by NB as detailed in the letter to Trustees.
ESFRS Training - RS reported a worthwhile course
Pevensey District Information and Caring Centre - letter sent
Cost of a flag - RS requires a clearer design
Lone Worker Policy - to be discussed at the next meeting
- (iii) Court House Insurance Claim
Clerk contacted RJS - but no information received
- (iv) CIO update
Letter from Pevensey Parish Council, already circulated, expressing concerns that Section 10 of the draft CIO states that representative trustees need to be agreed by the Trustees.
Proposed by NB seconded by GP to delete this sentence. 4 for 2 against. Motion passed. All Trustees present signed the Charity Commission Eligibility declaration a requirement for the submission which is nearly complete for submission.
Action Clerk to alter the CIO constitution before submission to the Charity Commission.
Action Clerk to write to PPC re the agreed changes to the CIO constitution
- (v) Honorary Clerks Role
To the next meeting

8. Car Park (NB)

- (i) Maintenance – Grass mowing PL contacted the company who are willing to undertake the work. NB given phone number and will contact the company.
- (ii) Disabled parking bay - completed. Discussed the need to consider re-configuring the top car park used by coaches.
- (iii) Three Letters of complaint re NB circulated and discussed.

PEVENSEY TOWN TRUST
REGISTERED CHARITY NO 234782 APPROVED MINUTES SEPTEMBER 28 2016

Concerns raised on the safety of Trustees when issuing notices for non-payment of the parking fee. Proposed by PE seconded by RS that for the next two months NB only checks the machine, issues parking badges, opens and closes the bollards and uses the agreed notice for non-payment. 4 for 2 against. Motion passed.

- Action** Clerk to print notices which include a statement re disabled blue badges and send to NB
- (iv) Contactless Cards for the parking machine.
PE reported that the cost was prohibitive and recommended no action required
 - (v) Replacement of plants with decorative slate
NB reported that the slate costs £15. All agreed to go ahead

9. AOB

- (i) NB reported that x5 rolls of tickets required for the parking machine
Action Clerk to contact CaleBriparc
- (ii) PE/PH to contact a suitable company re quote of cost and installation of replacing the heaters in the Court House and also for replacing/repairing some spotlights
Action Clerk to circulate quote.
- (iii) Date of next meeting 9 November
Meeting closed at 9.45pm