

## PEVENSEY TOWN TRUST REGISTERED CHARITY NO 234782

Minutes of the meeting held on Wednesday 2 September 2015 7.00pm at Pevensey Volunteer Fire & Rescue Station. Approved and signed 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 R Slater (RS)

### 1. **Appointment of Chairperson (GP)**

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

### 2. **Apologies for absence**

Mr Peter Lowton (PL), Mr C Freeman (CF), Mr S Hadland (SH)

### 3. **Approval of minutes 6 July**

Minor amendments to the minutes agreed. Minutes signed

### 4. **Declaration of financial interest or otherwise**

None

### 5. **Main item for the meeting Cattle Market Electric Barrier**

Proposed by NB Seconded PE obtain 3 quotes for the installation of electric barriers.  
All agreed Motion passed

**Action** BM to contact Cherry Gates in Eastbourne, Hailsham Roadways and one other suitable company to arrange a site meeting and quotes to follow

### 6. **Treasurers Report (GP)**

GP presented the accounts up to the end of August. Trustees discussed the merits of internet banking and using direct debits.

Proposed by PE Seconded RP that GP seek advice re internet banking and payments by direct debits. All agreed Motion passed.

**Action** GP to report to Trustees re internet banking and direct debit payments.

NB raised the issue of removal of farm equipment and that payment had been made despite the fact that one Trustee had offered to do this work at cost only.

Vote of thanks to GP.

### 7. **Curators report (PH)**

- (i) Problem of recruiting volunteers this year - only Wednesday has a regular volunteer and that others only do one session. Organisation of the rota by PH has proved to be difficult. Request for volunteers will be in the Autumn Parish Pump. GP has offered to place advertisements for volunteers at various places in and around Pevensey and Westham. Also discussed health and safety issues for volunteers and the possible installation of a landline.

**Action** Trustees to discuss opening hours for 2016

**Action** BM to circulate Volunteer England booklet

- (ii) Advertising the Court House  
RS offered to design a new double sided Court House leaflet. All agreed  
**Action** RS to present new design at the next meeting
- (iii) Farm Equipment – GP received official forms from the Brook Museum listing all the items  
**Action** BM to circulate copies to all Trustees
- (iv) Request that all items in the Court House and Gaol are photographed and retained for insurance purposes
- (v) Coastal Revival Fund BM explained that the fund is from the DCLG aimed at coastal communities and requires the support of Wealden DC also that the time slot was for submission was very short. Draft report has been submitted to WDC and a pre-planning organised with WDC. BM requested that PH GP and PE attend the meeting as they are fully conversant with details of the work required to the Gaol and Court House. NB objected stating the current chair should attend the meeting  
**Action** PE PH BM NB to attend the pre-planning meeting on 9 September with WDC
- (vi) Fire Risk Assessment (FRA) – BM circulated list of requirements following the FRA PE had already the fixed wire testing. Proposed RP Seconded PE that a subcommittee meet and complete the essential recommendations from the FRA. All agreed Motion passed.  
**Action** NB, GP, PE, BM to meet discuss and arrange essential work

## 8. Clerks Report - correspondence and matters arising

- (i) Clerks report circulated including any correspondence  
Trustees requested more information re the Dickens event at the Smugglers on 5 December
- (ii) Matters arising - None
- (iii) CIO – BM reported that solicitors had been contacted and asked for a conclusion to their work on the CIO. As no response received Proposed by RP Seconded by PE that sub-committee look at preparing a CIO Constitution for agreement by the Trustees. All agreed Motion passed.  
**Action** BM to inform the solicitors of the Trustees decision  
**Action** NB, PE, RS, BM, GP subcommittee to meet and begin preparing a draft CIO to present to the Trustees
- (iv) Insurance Claim – RS contacting WDC Conservation dept prior to re re-instating the wall and also ESCC Highways in the hope of arranging a site meeting so that some of the work can start before the end of September. Trustees discussed a possible solution to water drainage. Proposed by NB Seconded GP to concentrate on the insurance claim for re-instating the wall. 5 for 1 against Motion passed
- (v) PTT website BM pointed out that the Trust does not have their own website and a new domain would cost £200. After much discussion it was resolved to retain the status quo and that PTT minutes are inserted on the Pevensy Court House website

## 9. Car Park (NB)

- (i) Maintenance Grass cutting needs to be undertaken  
**Action** BM to contact the company  
Awaiting work to be completed on the broken fences

- (ii) **Action** BM to contact the company re inserting non-transferable notice on tickets
- (iii) Closing the car park at 7.30 proving to be difficult NB requested that the Car Park is closed at 6pm and left open when requested.
- (iv) NB requested the invoice for the locks
- (v) GP questioned the whereabouts of the original dustbins owned by PTT

#### **10. AOB & Date of next meeting**

PH has contacted Brochure Connect and explained that there is a need to commit to a bigger print run for 2016. Brochures are already distributed by PH to key sites.

PE reported that the electric heater has not been purchased as it included in the bid to the Coastal Revival Fund.

NB provided details of the cost of the repairs to Pevensey memorial Hall – roof cost £61,640 and windows £10,363 Total Cost £72,000 (see attached paper)

NB reported on the PPC sign and unfortunately the company that had agreed to do the sign had withdrawn. RP provided details of another company that could be commissioned to do the sign.

BM raised the request from St Nicolas Church for sponsorship  
**Action** BM to contact St Nicolas to obtain more details.

#### **Dates of meetings**

Agreed to meet on 21 October, 2 December, 20 January and 2 March 2016  
Meeting closed at 9.30pm