

PEVENSEY TOWN TRUST REGISTERED CHARITY NO 1171696
APPROVED MINUTES 6 December 2017



The Trust was set up for

- 1. Conservation and preservation for the public benefit of the Grade II listed Pevensey Court House and Gaol, Market Square and Cattle Market being of historical architectural or constructional merit**
- 2. Establishment and maintenance of the a museum for the benefit of the public with a particular focus on the Court House and Gaol and its place in local and national history**

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

1. Chair

RS opened the meeting and thanked BM, GP and PH as well as all the Trustees for their support over the year.

2. Apologies for absence

Mr R Perrin (RP), BM reported that DB has resigned as a Pevensey Parish Councillor and is therefore no longer a representative Cllr

3. Approval of minutes

Minutes from 19 September and notes from 25 October read and approved.

4. Declaration of financial interest or otherwise

None

5. Treasurers Report (GP)

- (i) Account summary distributed. GP reported that there had been an increase in electricity charges due to the new radiators in the Court House Museum. Trustees discussed ways of reducing the use of the radiators in an effort to reduce costs.
- (ii) Forecast of expected expenditure discussed including 10k for on-going bills (insurance utilities etc.) and maintenance.

6. Managing the Museum's Resources (RS)

- (a) Monthly budget for the Curator – after discussion RS proposed that the Curator is allowed a budget of £40 per month to cover minor expenditure Seconded by PE All agreed Motion passed.
- (b) Entry Fees to the Court House after lengthy discussion RS proposed that for the coming 2018 season entry charges are suspended and reviewed/evaluated when the Court House closes. Seconded by GP 5 agreed 2 against Motion passed. The review should include number of visitors and amount of donations. SH also suggested that another way forward that needs to be explored was to issue free entry to the Court House as part of an increased car park charge.
- (c) Website now changed to www.pevensecourthouse.co.uk

- (d) Stock take of all souvenirs already undertaken by PH. List to be circulated.
Catalogue of Museum contents - PL has agreed to help PH with photographing the items.
 - (e) Record of key holders – PH to provide a list to be retained by BM
 - (f) Communications – BM reminded all present that these should be through the Clerk unless alternatives agreed by the Trustees
7. **Curators report (PE)**
- (i) External painting of the Court House now completed
RS to investigate an external sign on this wall that is visible to visitors driving/walking past the Court House from the Wallsend Rd approach.
 - (ii) Other updating information
External door to the Gaol requires some remedial work
PH also reported on the proposed heritage project at St Nicholas Church. **Action** BM to write to the Church Wardens asking that PTT is kept informed of the proposed project and how this can be linked to the Court House Museum.
8. **Clerks Report - correspondence and matters arising**
- (i) Matters arising from 19 September – Insurance Policy renewal information received BM contacted the Insurance Broker and explained the proposed building works (subject to approval). Insurance Broker agreed that the premium remains the same. **Action** BM to contact the Insurance Broker once the work has been started so that the insurance costs can be adjusted. RS has investigated the cost of installing a land line and is meeting with a BT engineer to discuss this further.
 - (ii) Correspondence – Letter from FPBL re the proposed closure of Pevensy Bay Library - all agreed to wait until all proposals have been made public and ESCC report on the Libraries has been issued. Letters from PPC re winter parking charges and Pevensy Bay Library. **Action** comments duly noted and will be discussed further. Pentacle Drummers request for use of the Market Square 13 January All agreed. **Action** BM has issued the notice re use of the Market Square.
 - (iii) Court House (insurance claim) update - Latest email states that the tenders are due back in January and hopefully the start date for all the work is March/April 2018 once planning has been approved by Wealden DC.
 - (iv) CIO update – PE presented possible amendments to the current CIO. All agreed to discuss this at a later date
9. **Car Park (RS)**
- (i) Update Car Park and Market Square
RS reported that 8 staff parking permits have been issued to Pevensy & Westham School as the recipients live in the BN24 area
 - (ii) New flags have been ordered
10. **AOB and date of next meeting**
- (a.i) PL reported on an English Heritage meeting re future events at Pevensy Castle.
Action Information to be circulated.
 - (a.ii) FPBL Public meeting 5 January at Pevensy Baptist Church.
 - (a.iii) All agreed that the gardener tidy the Cattle Market of fallen leaves
 - (a.iv) Date of Next Meeting 24 January 2018 Meeting closed at 8.45pm

The following motions were passed at the meeting on 6 December 2017

Agenda Item	Proposed Motion
6(a)	RS proposed that the Curator is allowed a budget of £40 per month to cover minor expenditure Seconded by PE All agreed Motion passed.
6(b)	RS proposed that for the coming 2018 season entry charges are suspended

	and reviewed/evaluated when the Court House closes. Seconded by GP 5 agreed 2 against Motion passed
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