

**BEXHILL HERITAGE TRUSTEES**  
**Minutes of meeting**  
**MONDAY 8<sup>TH</sup> JANUARY 2024**

**1. IN ATTENDANCE**

All trustees attended. (Simon Allen, Steve Johnson, Alexis Markwick and Sam Barber)

**2. Matters arising from the meeting on 23<sup>rd</sup> October 2023**

The minutes were agreed as a true record. Matters arising were as follows:

- (a) Rother District Council (RDC) Community Grants application  
This had been submitted on time and had received a positive reaction from the officer responsible. It had not been possible for the Town Council to formally support the application as their meeting had been disrupted but they were due to consider the matter on 10<sup>th</sup> January. A decision will be made by RDC in March / April.
- (b) De La Warr Road bus shelter  
SJ would follow this up with the Town Council with a view to them funding a refurbishment and taking on maintenance. **Action SJ**
- (c) Bandstand lease  
Amendments were made as requested by trustees. The latest draft is with RDC's legal team.
- (d) Events at the Bandstand  
A 2024 programme was circulated. 'Headline' performers had been booked for most 'concert days'. The Town Council would support or run events alongside for D Day and Bexhill Day concerts. SJ would meet the organiser of the Bexhill Festival of Music to discuss cooperation during the festival. **Action SJ**
- (e) Members' meeting speakers.  
SA had suggested a speaker for 2024. SJ agreed to invite them for the AGM or October meeting. **Action SJ**
- (f) Membership Officer  
The temporary membership officer had made a good start of following up lapsed members with the result that 22 people had joined so far. It was agreed that a permanent, effective membership officer should be sought.
- (g) Advertising for active volunteers  
Bexhill News had not responded to our request for details of advertising in the paper. SJ agreed to follow up. SB suggested that we should try to interest people in 'legacy donations' and agreed to draft some appropriate text. **Action SJ and SB**

**3. Policy on confidentiality**

This was discussed and agreed subject to some amendments suggested by AM. SJ would redraft and circulate. The final version would also be circulated to the committee and discussed at their next meeting. AM agreed to put the new policy on the BH website. **Action AM**

**4. Draft Risk Register**

SB had drafted a risk register as agreed. This was discussed and developed. SB agreed to redraft following the discussion. **Action SB**  
Several points arose the discussion including the need to:

- recruit members to senior posts especially in finance and fund-raising
- recruit an additional trustee who is not also a committee member.
- discuss and agree a crisis management procedure.

## 5. Volunteer agreements

It was agreed to use both the general volunteer agreement as circulated by SB and the agreement for renovators that existed already.

## 6. Insurance

SJ described the current insurance arrangements. Trustees were happy with these arrangements, but it was agreed to keep them under review especially once the Bandstand lease had been agreed with RDC and the Normans Bay kiosk renovation completed.

## 7. Anticipated financial position for April 5<sup>th</sup> 2024

SJ confirmed that £10000 had been placed in a 35-day notice account with NatWest Bank. Interest was received each month - £25. It was anticipated that the charity would have at least £13000 in its bank accounts at the end of the financial year. This was considerably in excess of the target of retaining at least 6 months expenditure. However, the anticipated 50% financial contribution to the K6 kiosk renovation would be around £3000 and the Sainsbury's renovation was planned for spring 2024. Taking consultancy fees into account, this would have a similar cost.

It was agreed that the Trustees should receive a financial report for each meeting with similar detail to that received already by the committee. **Action SJ**

## 8. Any other business

- It was agreed that an application from the trades union movement to hold a meeting in the Bandstand be declined as this would compromise the charity's commitment to political neutrality given the historic ties between trade unions and the Labour Party. **Action SJ**
- It was agreed that an application from a musician to hold a 'live rehearsal' in the Bandstand be declined as music would be amplified and there had been previous complaints about the applicant. **Action SJ**
- It was agreed that all trustees should sign up to receive Charity Commission emails. **Action ALL**
- It was agreed that the Treasurer should check with the Charity Commission to determine whether it remained unnecessary for the charity to file its accounts. **Action SJ**
- It was agreed that a process of policy review should be undertaken, and a diary of legal requirements be drawn up. **SJ to initiate and delegate responsibility for the review of particular policies.**

The meeting closed at 20.50

**Date of Next Meeting** - Monday 8<sup>th</sup> April.