

## BEXHILL HERITAGE TRUSTEES

### Minutes of meeting

MONDAY 6<sup>TH</sup> JANUARY 2025

#### 1. IN ATTENDANCE

All trustees attended. (Simon Allen, Steve Johnson, Alexis Markwick, Sam Barber Yvonne Menzies  
Yvonne Menzies was welcomed to the meeting as a prospective co-opted trustee.

#### 2. Approval of the October 2024 minutes and matters arising from that meeting

The minutes were agreed as a true record and can now be placed on the website.  
(Action AM)

Matters arising were as follows:

(a) Rother District Council (RDC) Community Grants application

The phone kiosk project was well-advanced. Completion was anticipated in February with an official opening to be scheduled for March. The grant would be paid once the project was completed. SJ to liaise with RDC to secure the 'sign off' and grant payment. SJ to arrange an 'official opening'.

(b) De La Warr Road bus shelter

Action was pending to agree a specification and go out to tender. (Action SJ / SA)

(c) Bandstand lease

SJ had met with RDC's Head of Community Services, and the difficult issue of opening hours was discussed. SJ had emphasised the importance of keeping the Bandstand secure and had explained that this could not be achieved unless there was at least some informal supervision available. This could be achieved when the Bathing Station was open but, in winter, it was closed on weekdays. SJ had suggested that the Bandstand should have its designation as a public open space removed to avoid ambiguity. The Head of Community Services agreed to consider this. SJ to monitor. (Action SJ)

(d) Facilitating legacies

A form of words had been agreed for use on the website. (AM to include on website and via an all-members' email at an appropriate time)

(e) NCVO membership

SJ had enrolled the charity as a member of the NCVO and would circulate trustees with details. AM agreed to include the NCVO logo on the BH website. (Action SJ and AM)

(f) SJ had devised a Bandstand summer programme which was approved and circulated.

#### 3. Risk Register

It was agreed that further consideration of risk register would be deferred until the April meeting.

Unfortunately, the advert for a treasurer had not been successful. SB agreed to approach local accountants. (Action SB)

#### 4. **Provisional financial position for the period from 1<sup>st</sup> April to 28<sup>th</sup> December 2024.**

The treasurer presented the provisional financial position for information. It was noted that the application to HMRC for the 2023/24 Gift Aid refund had been successful and £901 had been added to our income. £3000 had been transferred to the charity's current account from the interest account to cover additional expenditure on projects. Trustees were satisfied with the charity's financial position.

#### 5. **Membership update and the role of membership secretary.**

Membership numbers remained steady and the chasing up of lapsed members was continuing to be successful.

Christina Muskin had taken on the role of membership secretary. Christina had 'chased' expired members on the November list and had produced a report for the Chair as requested. It was agreed that Christina should be invited to join the committee. (Action SJ)

#### 6. **Policy Review Schedule and legal requirements update**

Trustees considered the two lists.

Most policies had been reviewed as planned (see below). Others could be reviewed by the due date on the schedule. Policies still to be written were:

Campaigning	SB	first draft
Finance	SB	first draft
Fundraising	SB	first draft
Project and programme management	SA	first draft

The legal requirement to submit a report to the Charity Commission by 31<sup>st</sup> January was being compromised by delays at the charity's accountants. SJ would continue to chase. SB offered a contact who may be able to step in to examine the accounts. (Action SA, SB, SJ)

#### 7. **Policy Review**

Trustees considered several policies with the following outcomes:

- Environmental and sustainability
- Statement of political impartiality
- Replacement windows
- Tropical hardwoods

All approved with small amendments

SJ to amend as necessary and send to AM for the website

- Conflicts of interest and loyalty

(The above policy was approved with technical amendments. Trustees felt greater clarity would be achieved if the policy was simply known as a Conflicts of Interest Policy with a new first paragraph to define the term, including the notion of loyalty.)

SJ to revise and circulate for comment and approval

- Code of conduct / disciplinary procedure
- Safeguarding
- Equality, diversity and inclusion
- Health and safety

(The four policies above were not discussed at the meeting. It was agreed that amended versions be circulated to trustees for comment)

**SJ to circulate for comment between meetings**

- Data protection

**SJ to send to AM for further amendment and circulation to trustees**

## 8. Project Updates

**Normans Bay Phone Kiosk** - completion anticipated February 2025 with an official opening to be arranged for March. The door had been completed and was under cover for 'hardening off' until the start of February when it would be hung. The backboard had been completed and installed. The brackets and shelves had been finished and would be installed once the door was attached. AM had prepared heritage information to be added to some windows and samples had been ordered for trial.

**Shelter 4** – this project continued to go well. Gloss painting was over 60% completed. All bench parts were completed and ready for assembly. Planning consent was awaited for the installation of window displays and plaques. Completion was anticipated in March 2025.

### **Eastern Conservation Area**

Members had voted unanimously to support the proposal at their November meeting. The main sections of the report had been completed. Street descriptions and some photos needed to be added. Meetings with ward councillors and the Leader and Deputy Leader of RDC had been arranged.

It was agreed that priorities for 2025 would include:

- Renovating the bus shelters for which grants had been received.
- Repairing 'wear and tear' at the Bandstand including repainting the floor
- Completing the Eastern Conservation Area application
- Compiling a local list of non-designated heritage assets
- Launching an urban tree-planting research and campaign project

## 9. Any other business

- (a) The removal of the basket on the Galley Hill fire beacon was discussed. It was agreed that SA would investigate further with a view to writing a letter to RDC expressing disappointment. **Action SA**

The meeting closed by 21.00

**Date of Next Meeting** - Monday 7<sup>th</sup> April. 2025. 7pm