

## BEXHILL HERITAGE TRUSTEES

### Minutes of meeting

MONDAY 7<sup>TH</sup> APRIL 2025

#### 1. IN ATTENDANCE

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

#### 2. Approval of the January 2025 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  
A successful official opening had taken place and RDC had approved a community grant payment of £2000 being the agreed 50% of the cost.
- (b) Bandstand lease  
SJ was waiting for RDC to respond but felt that the pending reorganisation of local government might delay the process, and that the asset might be under consideration for transfer to the Town Council. (SJ to monitor)
- (c) Facilitating legacies  
A form of words had been agreed for use on the website. (AM to include on website and in newsletter, and via an all-members' email at an appropriate time)
- (d) Treasurer recruitment  
Further efforts would be made to recruit a treasurer (Action SB)
- (e) Membership Secretary  
Christina Muskin had made a good start and had been coopted on to the committee.
- (f) Annual report and accounts  
The examiner's report for the 2023/4 financial year was shared with trustees. The account for 2024/5 was being finalised by the treasurer and would be circulated to trustees for comment prior to being sent to an independent accountant for examination. It was agreed that a new accountant be engaged as there had been delays in the current firm completing the work.  
Action SJ to circulate the provisional 2024/5 balance sheet for comment and engage an accountant to examine that year's accounts.
- (g) Concert programme  
This had been finalised to include all summer 'music afternoon' sessions in June, July and August. A programme card was distributed to trustees

#### 3. Risk Register

It was agreed that SB would circulate an updated risk register. (Action SB)

#### 4. Provisional accounts for 2024/5

The examiner's report for the 2023/4 financial year was shared with trustees. The account for 2024/5 was being finalised by the treasurer and would be circulated to trustees for comment prior to being sent to an independent accountant for examination. It was agreed that a new accountant be engaged as there had been delays in the current firm completing the work for 2023/24  
**Action SJ to circulate the provisional 2024/5 balance sheet for comment. and engage an accountant to examine that year's accounts.**

#### 5. Examiner's Report for 2023/24

The examiner's report for the 2023/4 financial year was shared with trustees. Who noted that the examiner was satisfied that the accounts represented a true record of the charity's income and expenditure. The treasurer reported that the examiner had not been able to meet agreed deadlines and recommended that another firm be engaged to examine the 2024/5 accounts. This was agreed.

**Action: SJ to engage an accountant to examine the 2024/5 accounts.**

#### 6. Membership update

It was reported that membership was stable but that several older members had become frail, had died or moved away. Membership would be promoted through the opening of Shelter 4 and the volunteer recruitment day on April 19<sup>th</sup> organised by Lorraine Parkes.

#### 7. Policy review

The policy schedule was reviewed and was mainly on track. Some policies such as 'safeguarding' would be included on the website.

The following draft policies were approved:

- Serious incident reporting
- Conflict of interest
- Environmental sustainability

The existing policy on political impartiality would be extended to include 'campaigning' rather than writing a separate policy on campaigning.

Three draft policies remained pending – 'Finance', 'Fundraising' and 'Project and Programme Assessment'

**Action:**

**SJ to send AM policies to add to the website.**

**SJ to amend political impartiality policy by incorporating SB's contribution on campaigning.**

**Draft policies to be written as below:**

Finance	<b>SB</b>	first draft
Fundraising	<b>SB</b>	first draft
Project and programme management	<b>SA</b>	first draft

#### 8. Project Updates

##### **Normans Bay Phone Kiosk**

The official opening had taken place on 5<sup>th</sup> April. This was very successful and widely reported in the media,

SA reported that some minor 'snagging' was required on the paintwork and that he would complete this with paint supplied by SJ.

Action: SA and SJ (above items).

**Shelter 4** – an official opening had been arranged for April 19<sup>th</sup>.

Action: SJ to manage the removal of boarding and appropriate communications.

### **Eastern Conservation Area**

Consultation meetings had all taken place but the lead planning officer had not yet responded to an invitation to meet to discuss an operational plan.

Action: SJ to follow up

### **Bus shelters**

#### De La Warr Road bus shelter

Action was pending to agree a specification and go out to tender. SJ would provide previous cost estimates (Action SJ and SA)

#### Hastings Road Shelter

Two concrete repair specialists had been consulted. One declined to tender as the job was too small. The other tendered 'high' at £2000 +VAT.

(Action: SJ to repeat the process with local roofing contractors)

### **Bandstand**

Repairing 'wear and tear' had begun and was on target to be largely completed by the end of May.

## **9. Preparing an annual report to members in time for the AGM**

It was agreed that SJ would engage Yvonne Menzies in this process.

Action: SJ

## **10. Preparations for AGM including call for nominations and expenditure priorities.**

Expenditure priorities had already been agreed at the trustees' January meeting.

Nominations would need to be received by Mid-May.

Trustees present agreed to stand again. SA's decision would depend on the duration of his next term of service which SJ would check.

Action: SJ to invite nominations from members and advise the committee accordingly.

## **11. Meeting with Bexhill Old Town Preservation Society**

SJ reported that the BOTPS was under new management. A meeting had been arranged with their development officer to explore areas of mutual interest.

Action: SJ to report back

## **12. Any other business**

A. SB reported on the De La Warr Pavilion's building development plans.

B. It was reported that the Kings Church had purchased the Sackville Road Methodist Church but that the organ had been dismantled.

Action: It was agreed that any planning applications would be carefully scrutinised.

C. SJ reported that he had joined a Town Board sub-committee on creating a town plan. AM agreed to send through previous plans to inform the process.

Action: AM

**13. Date of Next Meeting: Monday October 13<sup>th</sup> 2025 7pm**

**14. 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