

BEXHILL HERITAGE TRUSTEES

Minutes of meeting

MONDAY 13TH OCTOBER 2025

1. IN ATTENDANCE

Simon Allen, Steve Johnson, Alexis Markwick, Clive O'Brien
Yvonne Menzies

2. Apologies: Samantha Barber.

3. Clive O'Brien was welcomed to the meeting.

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

5. Matters arising from the April meeting:

I. SJ confirmed that Olive Pine accountants of Sidley had been commissioned to examine the charity's 2024/25 accounts. Their work would support the annual report to the Charity Commission due on 31st January 2026.

Action: SJ and YM would write a draft annual report for trustee approval.

II. Bus Shelters.

SA had commissioned Lee Botting (LJB) Limited to undertake renovation work on the De La Warr Road bus shelter to start on 27th October and last approximately two weeks. A deposit had been paid, and stage payments would fall due during the contract. SA would monitor the work and liaise with the contractor.

Action: SA to monitor and trigger stage payments with COB.

SJ to give notice to Bexhill Town Council, Stagecoach bus company and Bexhill 6th Form College.

The roof of Hastings Road bus shelter had been repaired and windows replaced. Bexhill Heritage volunteers were removing paint from the inside to enable a mural to be painted.

Action: SJ to ask which paint type and colour would best suit the person painting the mural.

III K6 phone kiosk

Simon Woodford had reported that gold leaf had been 'cleaned' and that this had resulted in erosion. SA reported that he had not yet undertaken snagging work.

Action: SA to revisit to complete snagging and to support Simon Woodford as necessary in regilding the crests. SJ to contact Normans Bay Residents' Association to advise them not to clean the crests.

- IV Eastern Conservation Area
Rother District Council officers had made a start on assessing the application.
Action: SJ to monitor.
- V Meeting with Chair of Bexhill Old Town Preservation Society
This had been subject to two postponements but would take place at this week's committee meeting. A blue plaque scheme would be suggested as a suitable 'confidence building' project for the two heritage societies.
- VI Neighbourhood Board and Place Plan
SJ referred to his recent report to the Members' Meeting. There had been no significant further developments, but SJ remained confident that the town's heritage assets would receive sympathetic consideration as part of the awaited place plan.
Trustees discussed the consequences of Local Government Reorganisation. It was agreed that the charity should remain proactive and collaborate with partners such as Community Volunteers to protect local heritage assets on the seafront. Establishing a seafront trust was mooted.
Action: SJ to monitor, participate in further consultations to promote the charity's interests and report back as necessary.
YM to gather information on heritage trusts in other parts of the country.

6. Bandstand Lease and plan

The draft lease agreement was approved and signed by the Chairman and Vice-Chairman. The professional and diligent support of Rother officer, Deborah Kenneally was noted.

Action: SJ to send signed versions to RDC.

7. Bank account agreement and transfer latest

The Charity trustees of Bexhill Heritage CIO resolved that a banking relationship be maintained with the National Westminster Bank plc in accordance with the agreed mandate in which Stephen Johnson, Simon Allen and Clive O'Brien be appointed as authorised signatories.

It was also agreed that:

The individuals identified as authorised signatories may, in accordance with the signing rules:

- *sign cheques and give instructions for Standing Orders, Direct Debits, electronic payments, banker's drafts and other payments on the Accounts even if it causes an account to be overdrawn or exceed any limit.*
- *sign, accept or endorse bills of exchange*
- *request and give counter-indemnities for the issue of guarantees (including bonds, indemnities and undertakings).*

Authorised signatories identified in the signing rules for unlimited amounts may. In accordance with the signing rules:

- *sign facility agreements for overdrafts or the issue of guarantees*
- *sign agreements for BACS, Autopay, Bankline and other payment methods including electronic and internet-based systems.*

Any authorised signatory may give other instructions or requests for information to the Bank in relation to the Accounts; opening accounts with the same signing rules and authorised signatories; closing accounts; or other banking services or products.

The Bank may accept instructions that do not have an original written signature provided the Bank is satisfied that the instruction is genuine and subject to any other agreement the Bank may require for those instructions.

This mandate will continue until the CIO gives the Bank a replacement mandate or the CIO passes a resolution changing the signing rules and/or adding or removing an authorised signatory by completing and returning the Change of Signing Authority form in which case this mandate will continue as amended.

There had been delays in trustee sign up in what had been a frustrating process. The paper-based documents were signed by all except Sam who had sent her apologies as she was unavoidably away on business. It was hoped that the transfer of treasurer responsibility could be on 1st November. This would depend on getting the signed form to the bank at least 5 working days before that date.

Action: SJ to liaise with SB for sign off by her and send the relevant documents to the Bank along with a copy of the draft minutes.

8. Membership update

Membership was stable. Trustees discussed ways of attracting new members such as leafleting and recruiting at Bexhill Heritage events. **(This should be something we all discuss further on the December 6th Awayday.)**

9. Risk register update

The risk register was updated to reflect improvements in circumstances. Clive's upcoming treasurer role would remove any conflict on interest risk between the chair and treasurer roles. There had also been an uptick in the number of members contributing actively to the charity. It was agreed to continue offering manageable 'helper' opportunities to members via 'all member' emails. It was noted that the lack of a 'social media' officer was restricting communication opportunities.

Action: SJ to send the amended risk register draft to SB for her input / editing as necessary.

AM to advertise the social media opportunity in the next newsletter.

10. Provisional accounts up to 30th September 2025

SJ tabled the provisional accounts to 30th September. Additional expenditure on a deposit for renovations to the De La Warr Road bus shelter had been incurred since then.

COB showed trustees an alternative way of presenting provisional accounts. His suggestion was approved.

11. Policy review and schedule of legal requirements

The updated review and schedule of legal requirements was noted.

The following policies had been circulated previously and were agreed:

- Political impartiality

- Conflicts of interest (A form was provided to trustees for their completion.)
- Donation acceptance
- Ethical fundraising policy and code of fundraising practice (Trustees were asked to sign that they had read and understood the code.)

The following policies would be prepared for circulation and review prior to the trustees' January meeting at which they would be discussed and revised as necessary:

- Finance and financial procedures **COB**
- Project and programme management **SA**
- Confidentiality **SJ**
- Safeguarding **SJ**
- Constitution **SJ and all** (Any changes must be approved by members at the 2026 AGM)

Further actions:

SA and SB to sign and return the code of Fundraising Practice Trustee Training

All trustees to complete and return the Conflicts of interest declaration form

12. Projects update

SA and SJ gave an update on the projects for which they were responsible. These were noted.

13. Any other business

None

14. The date of the next meeting was confirmed as Monday 5th January 2026, 7pm at 37 Woodville Road.