

Bexhill Heritage

Minutes of Meeting 6th November 2017

Attendees

Simon Allen, Roger Daniels, Ian Hollidge, Geoff Howard, Steve Johnson, Raymond Konyn, Emily Leach, Alexis Marwick, Dorothy Smith, Paul Wright

1. Apologies

Nick Hollington, Paul Lendon, Gina Saunderson

2. Declaration of interests

The founding trustees had no interests to declare.

ACTION

Steve Johnson to prepare a register of interests form for the founding trustees to complete.

3. Matters arising from the previous notes of meeting

It was agreed to amend the notes to record that Dorothy Smith was employed in the voluntary sector for a long time and is Chairman of BOTPS and a Trustee of another charity, The Bexhill Caring Community. She was also a volunteer with East Sussex Disability Association, which is sadly now undergoing dissolution.

4. Governance issues

Steve Johnson reported that:

- The constitution was now finalised and had been signed by the founding trustees.
- Although there had been frustrating delays, he expected to have access to a bank account number imminently
- An organisational plan had been drafted. Its purpose was to keep the charity on track in relation to its aims and to facilitate accountability.
- Insurance appropriate for the charity had been investigated and a report had been circulated to the founding trustees. It was agreed to trigger appropriate insurances in response to risk assessments. It was agreed that employers' liability insurance was unnecessary for volunteers supporting the church information point. (On receipt of further information, this will be checked with Father Stephen.) Trustee indemnity insurance would be purchased once the charity engaged in activities where trustees may incur liability for breaches of trust, duty or negligence.

ACTION

Steve Johnson to:

- Finalise bank account details as a matter of urgency.
- Update and circulate the organisational plan.
- Check the St Barnabas insurance requirements.
- Contact Ecclesiastical and / or Zurich Insurance to discuss the charity's future requirements and how best to insure them.

5. Partner reports

(i) St. Barnabas Church

Raymond Konyn reported on his very productive meetings with Father Stephen the outcome of which was that the charity could base an information point in the church and enjoy the loan of a triple-screen display board. It was agreed that the information point would operate initially on Tuesdays, Thursdays and Fridays. (from 2-4pm in each case) and would be staffed by Alexis, Steve and Raymond respectively. The purpose of the information point is to inform members of the public about heritage issues in Bexhill and the planned work of the charity. We also hope to persuade people to apply for membership. (Bexhill station had not proved to be viable as a base for the charity.)

ACTION

Raymond Konyn to initiate the information point once the charity is fully prepared for member recruitment.

(ii) Heritage crime

Raymond Konyn had attended an informative talk on heritage crime. Further such sessions are to be held at Bexhill Museum on 20th November (10am and again at 11.15am). Anyone interested may attend.

(iii) Rother District Council

A meeting with Ms Russell and Mr Wilson has been arranged for 14th November at 3pm. Founding trustees to attend. The purpose of the meeting is to explore areas of mutual interest and ways in which the charity might support RDC's work and vice versa.

(iv) Rother Voluntary Action

A good relationship has been established but there had been no further specific developments apart from an invitation to the 'ideas fair' – see below.

ACTION

Raymond Konyn and other available supporters, including Steve Johnson, to attend the RVA 'ideas fair' at Manor Barn on 16th November (2pm – 4pm). The purpose of a planned ten-minute presentation is to outline the charity's purposes and invite people to become supporters.

(v) Bexhill Town Steering Group

Raymond Konyn had given a short presentation to the steering group. Ian Hollidge advised that the Town Steering Group had access to £20,000 top-up funding for ensuring that town centre repairs, refurbishments and replacements are completed to a high standard rather than the normal 'satisfactory' standard. Cllr Hollidge stressed that it was important to 'make this work' and suggested that the

charity could be usefully proactive in identifying appropriate projects. (The fund's focus is currently open spaces and street furniture.)

(vi) Bexhill Museum

A talk had been requested but it was agreed that that it was unlikely that a close relationship could be established with the museum in the short term.

ACTION

Founding trustees and supporters to keep the situation under review with an update at the charity's next meeting.

6. Events

(i) Lectures / talks

It was agreed that it would be important to liaise with Bexhill Museum to avoid duplication and overlap. It was further agreed that, if a co-ordinated programme could be devised with the museum, it would be useful to advertise the whole programme jointly.

ACTION

Paul Wright to ensure appropriate co-ordination.

(ii) Rother Voluntary Action

(See 5 iv above)

(iii) Heritage Open Days (September 2018)

Paul Wright explained how the charity could follow guidance available from Historic England to open two or three historic buildings in Bexhill for public visits. Events might include: seeing inside the clock tower; touring behind the scenes at the De La Warr and visiting West Station. Bexhill's contribution would be advertised on the Historic England website.

Ian Hollidge advised that RDC could be approached for 'event' funding and for assistance with marketing.

ACTION

Paul Wright to make the arrangements appropriate at this stage and report back. Alexis Markwick and Steve Johnson to assist as necessary.

(iv) Bexhill Town Forum

It was agreed that a presentation be made to the Town Forum on 16th November and that those attending the forum would be invited to support the charity's work.

ACTION

Raymond Konyn to confirm a 'slot' with Town Forum representatives.
Raymond Konyn and Alex Markwick to design a presentation incorporating Simon Allen's West Station clock information.

7. Membership

It was agreed to start a 'potential supporters list' from 16th November should it not be possible to set up a final membership application form by then. This would evolve into a 'foundation membership' list prior to a more intensive launch of the charity in the spring. It was agreed that the collection, storage and use of this data must be fully compliant with the latest data protection legislation.

It was agreed that the charity should operate a 'rolling membership' as we had access to appropriate technology.

It was agreed that businesses could be 'signed up' as supporters but not as corporate members as there would be 'difficulties' about how a business should exercise its membership rights. (The charity's constitution does not allow for this currently.)

There was a discussion about what people should receive in return for their subscription of £10. It was agreed that a newsletter and 'free' talks / events would provide a sufficient 'return' at this stage.

The cost of membership for young people aged under 16 was not resolved. Household membership was mentioned but not resolved. (As with corporate membership, household membership raises constitutional issues about which members of a household are entitled to vote at meetings, etc. – SJ)

ACTION

Emily Leach to draft a 'feedback' section for the membership form and forward to Steve Johnson.

Steve Johnson to draft a 'potential supporters' / membership form before 16th November.

Steve Johnson to investigate latest data protection requirements.

8. Information Technology / Publicity

Alexis Markwick reported that the website had its front page and would incorporate a customer relationship management system. It was agreed that Alexis Markwick would organise the charity's membership using through an appropriate e-management system. Business cards and a letterhead had been completed.

Agreement on a 'strapline' is pending.

It was decided not to purchase surplus museum postcards.

ACTION

Steve Johnson to set up a meeting with Alexis Markwick to finalise a membership form and appropriate protocols.

Raymond Konyn to liaise with Alexis Markwick to devise a strapline.

Alexis Markwick to select photographs of listed buildings for the display boards.

Raymond Konyn to ask Diana Russell for material suitable for the display board and to obtain appropriate 'heritage crime' material.

9. Newsletter

Alexis Markwick had set up a Facebook page for the charity. It was agreed also to establish a regular newsletter and to pass selected editorial content to the local media. This could include marking appropriate heritage anniversaries. It was agreed that the newsletter would be used as a 'handout' at the information point.

ACTION

Paul Wright to contribute ideas on composition and to produce some content.
Paul Wright, in liaison with Alexis Markwick, to produce a 'mock up' newsletter.
Raymond Konyn to approach Tesco for funding.

10. Phone

It was agreed that the charity should have a bespoke phone number and that this should be a landline that would divert calls to pre-set mobile phones. 'Tamar' was the recommended provider at £4.99 per month. There was no long term 'tie in'.

ACTION

Alexis Markwick to make appropriate arrangements once there is a need and we have at least £50 in our account.

11. Projects and funding

(i) Funding

Ian Hollidge reminded the group that £30,000 of conservation funding was available from Rother District Council. These are 'matched funds' but the matching can include the notional costs of 'time and effort'.

ACTION

(ii) Register of architectural and features assets

Raymond Konyn to ask about this at the 14th November meeting with representatives of Rother District Council.

(iii) West Station clock

Simon Allen gave a presentation on the West Station clock. There was potential to get this working again. It was agreed that this should be a focus for the charity and that it would be a perfect project for the matched funding above.

ACTION

Raymond Konyn to incorporate references / images into his presentation November 16th presentation to the Town Forum.

(iv) Shelters on East Parade

It was agreed that these now required proper restoration. It would be important to engage architects to draw up a full specification based on original plans. It was agreed that a restoration could involve the charity working in partnership with Rother District Council.

ACTION

Ian Hollidge to track down plans through Brian Beeston.

- (v) Knowle Road restoration
Geoff Howard reported on the award-winning restoration and future plans.

- (vi) Deferred items
There was no time for a full discussion of the following items and these were deferred.
 - Blue plaques
 - Post boxes and lampposts
 - Review of the Designated Conservation Areas
 - Sackville Road roundabout 'landmark project'.

12. Roles and tasks

Deferred due to lack of time.

13. Date of next meeting

4th December 2017.

These minutes form a true and accurate record of the meeting of Bexhill Heritage on 6th November, 2017.

Signed

Raymond Konyon, Chairman

