

## **Bexhill Heritage Trustees. Minutes for the meeting held on Monday 23<sup>rd</sup> November 2020**

**In attendance:** Raymond Konyn, Steve Johnson, Simon Allen Alexis Markwick

### **1. Apologies**

None received.

### **2. Declarations of interest**

RK – trustee of the Bexhill Old Town Preservation Society

### **3. Draft minutes for the October meeting.**

These were approved.

### **4. Matters arising**

#### **a. Auditing of accounts**

An auditor had been engaged and the accounts sent. Lockdown had caused a delay in the auditor carrying out her work. The auditor's report was expected in December.

#### **b. Draft annual report**

This had been amended as agreed.

#### **c. Charity Commission application**

This would be completed as soon as the auditor's report had been received and agreed.

#### **d. Bandstand restoration**

Although further progress had been made in negotiations with Rother District Council, trustees expressed disappointment and concern that one officer had clearly not read the papers prepared by Bexhill Heritage. This had led to frustration and delay. Following a short discussion, it was recognised that other senior officers had demonstrated considerable goodwill and were keen to deliver a joint project with BH. It was agreed that we should continue to engage with Rother District Council in order to advance the project. It was further agreed that:

- SA would construct a workshop bench at the De La Warr Mews workshop.
- SJ would approach a senior RDC officer confidentially to express concern over lack of preparation for the most recent meeting and the attitudes of one RDC staff member.
- SJ / SA would remove one ventilation panel to reveal the best strategy for restoration.

#### **e. Base for Bexhill Heritage**

RK had continued to use St Barnabas Church as an information point for BH but it had been necessary to cancel recent meetings due to Covid 19. RK's aim was to revive the sessions on the last Friday in January.

SJ had arranged for a further contract giving BH access to Sackville Road Methodist Church for storage and use as an information point as necessary.

#### **f. Shelter 3 new music and lights for Christmas**

SA agreed to put together a Christmas playlist.

SJ and AM would install strings of festive lights for a few days over Christmas. Trustees granted a budget of £40 to meet the cost of such lights.

#### **g. Performing Rights fees**

AL had made appropriate enquiries which suggested that there were no issues to prevent BH playing recorded music in Shelter 3.

### **5. Making trustees and committee more representative of the membership**

A recent analysis of membership details confirmed the high proportion of female members in the charity. The committee and trustee groups are all male. It was agreed that action should be taken to achieve greater gender balance amongst trustees / committee members.

It was agreed that any new member co-opted on to the committee would not need to perform a specific role initially. It was further agreed that:

- RK and AM should approach female members who may be willing to be co-opted to the committee.

## **6. Strategic planning and project planning**

It was agreed that an annual strategic plan would help make the charity more efficient and more accountable to its members. It would also help to avoid overload and increase the committee's focus on the most important projects.

It was also agreed that each 'project' on the strategic plan should have a separate, more detailed plan. It was agreed that the project template seen by the trustees should act as an 'aide-memoire' and that there should be flexibility to accommodate the particular needs of each project.

Trustees considered and approved the planning templates.

It was further agreed that:

- RK would 'test' the project template.
- The main focus of the January trustees' meeting would be agreeing a strategic plan.

## **7. Meeting dates, events and venues**

A schedule of meetings and events would be agreed at the January meeting.

## **8. Any other business**

### **a. Royal Sovereign Light**

RK reported that he was awaiting further responses from Trinity House to determine whether the redundant light could be brought to Bexhill.

### **b. Gift Aid refunds**

SJ reported that a claim had been made to HMRC for Gift Aid relief on membership fees and donations. It was expected that over £1500 would be refunded.

- c. It was reported that a cheque had not yet been received to cover part payment of legal fees for the hire of a storage unit on the Colonnade. AM agreed to chase this up.

## **9. Date on next meeting**

Monday 18<sup>th</sup> January 2021 7pm – 9pm (online)