

Bexhill Heritage Trustees. Minutes for the meeting held on Monday 18th January 2021

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 November meeting.

These were approved.

4. Matters arising

a. Auditor's report

The 2019/20 report had been received and had been placed on the website. The 2018/19 report was not yet on the website. SJ agreed to send the relevant file to AM who would upload it to the website.

b. Bad debts

The treasurer reported that the appropriate amounts had now been collected.

c. Charity Commission application

The treasurer reported that the application process was extensive and that it was necessary to submit evidence to show that the charity was already undertaking or was equipped to undertake its charitable objects. For example, the Charity Commission would require sight of the lease agreement between Bexhill Heritage and RDC for the operation of the Bandstand.

d. Gift Aid refunds

The treasurer confirmed that HMRC had refunded £1675.03 which had been credited to the Bexhill Heritage business account.

e. Bandstand restoration

Rother's Cabinet had approved the project. AL was completing work with Icklesham Joinery to finalise the window / door design. SJ had circulated a draft plan of work. A volunteer agreement had been finalised and a draft risk assessment would be circulated by 20th January for comment. This would include a statutory risk assessment to prevent Covid 19 transmission. SA confirmed that contractors would complete work to the roof and structural timbers prior to Bexhill Heritage members working on the site. It was hoped that this would allow time for Covid restrictions to be lifted. It was agreed that Bexhill Heritage volunteers would not visit the site until they had completed the vaccination process.

f. Increasing diversity

Although two female members had expressed an interest in joining the committee at an unspecified time in the future, it was agreed that further measures were needed to increase diversity on the committee. It was agreed that SJ would write a message for RK to circulate to members inviting approaches from groups currently under-represented on the committee.

5. Register of trustees' interests

SJ reminded trustees of their statutory responsibility to declare any possible pecuniary and other interests affecting their work as a trustee. These declarations should be made accessible to members and relevant authorities. A draft form had been circulated. SJ agreed to check the form in order to make it more accessible and to determine whether it was necessary to include trustees' home addresses. Trustees should complete their form by 1st February and send it to the treasurer.

6. Development planning

Trustees worked through a project development plan for the next two years having agreed that the process would enable members to better understand the charity's priorities and help the charity guard against over-commitment.

Draft Plan

Project	Charity aims to which the project relates	Start date	Finish date	Working hours needed	Project leader	Estimated cost from BH funds (without grants or sponsorship)
Bandstand	1 and 2	Sept 20	Sept. 21	1500	SA/SJ	
Sainsbury's mural	1 and 2	June 21	TBA	100	SJ	£500
Flag	1 and 2	March 21	Nov 21	30	SA	TBA
Norman's Bay kiosk	1 and 2	Aug 21		Unknown	SA/RK	£400
West Parade clocktower	1 and 2	Sept 21	Sept 22	Unknown	SA	
De La Warr Road Bus Shelter	1 and 2	Sept 21	Sept 22	100	SJ	£2000
RSL	1 and 2	Winter 21/22	2023 / 4	Unknown	RK	TBA

Those responsible for each project agreed to produce a project plan for trustees and the committee.

Notes:

Bandstand	See item 4 of the agenda.
Sainsbury's Mural	SJ would contact Sainsbury's management again in June for permission. Cleaning and restoration costs would be minimal.
Flag	SA had found a possible local manufacturer and would approach her to confirm the flag size for a quotation.
Kiosk	SA would help to assess the condition of the kiosk and the work required. One option would be to dismantle the kiosk and transport it to the workshop for renovation during the winter of 21/22.
Clocktower	Re-assess condition and work required in Sept. 2021. (Likely to include electrical work, cleaning and timber renovation.) Undertake most internal works during winter 21/22. Paint externally in summer 22 subject to RDC consents.
Bus shelter	Commission interpretation board. Commission external contractors to repair roof and roof timbers. Volunteers to repair bench, reinstate glazing and paint internally and externally.
RSL	Awareness raising underway. Support enlisted. Working group formed. Trinity House supportive. Moral support from RDC. Scoping exercise needed on costs, logistics and the sustainable operation of the attraction.

AOB

- **East Parade Interpretation Board**

It was agreed to go ahead with a sole sponsor providing £250. The remaining cost (£500) would be funded by the charity.

It was agreed to include the sponsor's logo and the maxim 'Aldershaws handmade tiles of Battle (as used on this shelter)' SJ would liaise with the funder, AM would prepare an adjusted design.

- **Town Forum**
RK informed trustees that he had accepted an invitation to conduct an online interview on Bexhill Heritage's progress for the Town Forum.
- **Calendar to support Bexhill Heritage**
RK informed trustees that Margaret Hales had kindly agreed to donate the proceeds of her 2022 calendar to Bexhill Heritage. She would produce a draft for the committee's approval. SJ asked that consideration be given for purchasers to make a Gift Aid declaration. RK would reply to Margaret telling her of the trustees' agreement in principle.
- **King Offa's charter to Bexhill, 1250-year anniversary**
SA advised the trustees that he was seeking to become involved in the 1250-year anniversary of the granting of a charter to Bexhill by King Offa. SA's idea was to direct a play and he was seeking a programme from the 1200-year anniversary.

7. 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.

8. Meeting dates, events and venues

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

9. 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.

10. Date on next meeting

Monday 18th January 2021 7pm – 9pm (online)