



DRAFT

MINUTES OF THE MEETING of the **Community Centre Advisory Committee**
held in Hadlow Down Village Hall on Tuesday 18th November 2025 at 19:00

Present: Cllr Michael Lunn (ML) Chair, Cllr Stephen Lester (SL), Bob Lake (BL), Fiona Shafer (FS) and Sandra Richards (SR).

In attendance: Vicki Rutt (Clerk).

BL proposed that a member of the Hadlow Down Community Centre Committee (HDCC) join the meeting this evening. This was seconded by ML. All Committee members agreed. Sarah Prall (SP) and Mandy Chapman (MC) joined the meeting.

1. Public Questions

None.

2. Apologies

Apologies were received and accepted from Cllr Peter Weston and Brian Mills.

3. Declarations of interest

ML declared a personal interest as he owns lands adjacent to the site.

4. Approve the minutes of meeting held on the 14th October 2025 and review action log

The minutes were approved as a true and accurate record. The action log was reviewed and updated.

5. Receive an update on the leases

The Clerk updated that the draft leases have been received and had scrutiny from the Clerk, Cllr Lunn and Cllr Weston. They have now been sent to the Hadlow Down Community Centre and Hadlow Down Playing Field. Once comments received back and finalised, they will go to the next Parish Council meeting for final review and approval from Full Council. HDCC and HDPF thanked the PC for all their hard work on this issue. SR asked why the leases were not being scrutinised by the Committee, ML responded that it was not necessary as Full Council were going to be doing the scrutiny. FS asked whether the PC own the existing Pavilion on playing field as no mention of this on lease or Land Registry. Clerk will liaise and come back to FS. **Action 1.** ML reported that the lease boundary map needs looking at with a neighbour which he will action. **Action 2.**

6. Review HDCC draft documents

Fundraising risk assessment

SP went through the risk assessment document. The updated document has been circulated to all members of the committee electronically for further review. Everyone agreed that it is an excellent document and huge well done to the HDCC committee for producing. A discussion took place on how often it should be reviewed, and it was agreed that it would come to the Advisory Committee quarterly to be reviewed for any risks over the score of 12. SP explained that it will also be reviewed each time HDCC committee meet and published on their website.

Funds Holding & Investment Policy

SP went through the document and suggestions were made by SR to merge some details from this policy and then management of grants policy into one with appendices for the additional monetary information which is ever changing. SP noted the comments and will look at updating the document. said about the specific figures, put them in as an appendix as they will be a changing document.

Banking requirements for HDCC were discussed and SP confirmed she is working on this and an update will be provided at the next meeting. Clerk to add to the agenda. **Action 3.**

SR asked a question about the timing of the public works loan board application. A discussion took place, and it was confirmed that the earliest the application will be submitted is end of 2026/early 2027 and then the PC have 12mths to draw down on the funds. The PC have budgeted for half of the repayment fee in the 2026/27 budget so as to spread the precept increase over 2 years. ML stated that interest rates may well go down so it is best to wait to submit the application.

Policy for the Management of Grant Funds

This document was reviewed, and SP will make the necessary amendments as discussed in the above agenda item.

SP confirmed that once finalised, all the above documents will be available on the HDCC website and Charity Commission website.

It was agreed that any other HDCC policies will be sent to Advisory Committee for approval.

7. Governance

Nothing further at this time as covered in above agenda item.

8. Risk management update

This was covered in above agenda item.

9. Recommendations to Parish Council

None.

The meeting closed at 20:09

The next meeting is being held on Tuesday 20th January 2026 at 19:00