

YOXFORD PARISH COUNCIL AS SOLE TRUSTEE OF YOXFORD VILLAGE HALL (REGISTERED CHARITY NUMBER 304846)

MINUTES OF THE MEETING
held on
THURSDAY AUGUST 3rd 2023
at 8.45 PM at YOXFORD VILLAGE HALL.

1. Attendance and Apologies

Attendees:

Cllr. David Childs
Cllr. Anna Noakes
Cllr. Ian Patterson
Cllr. Russell Pearce
Cllr. David Tower
Cllr. Jason Vincent
Cllr. Hazel Wheeler

Apologies accepted for absence:

Cllr. Laura Greenberg
Cllr. Nicol McCallum
Cllr. Deborah Thompson

In attendance:

Trudy Charles - Clerk/RFO
1 member of the public

2. Minutes

- a) Cllr. Pearce proposed and Cllr. Patterson seconded, that the minutes of the meeting held on July 6th 2023 be approved. All voted in favour.
- b) Matters arising are covered in the Agenda items below.

3. Activities

- a)
 - i/ Village Hall Renovation & Refurbishment Plan: Cllr. Pearce summarised the plan which had been drawn up by the Clerk following a meeting between him and Cllr Tower. The trustees were happy with this as a working document which will be added to as the project makes progresses.
 - ii/ Bar design: was discussed and agreed as next priority. Cllr. Pearce will organise quotes for flooring and security grills/shutters.
 - ii/ Acoustic Panelling: trustees were updates on the progress of the order, which is set for delivery at the end of August.
 - iii/ Electricity supply: Cllr. Pearce shared that UK Power had visited and upgraded the hall's fuses to 80amp. Cllrs. Childs and Pearce stated that, in their opinion, this would be sufficient.
- b) To receive an update on the Village Hall cinema and events system and to discuss and agree security/storage/requirements for usage: Cllr. Tower reported that there had been connection issues with the equipment and that he'd contacted AVUnit who were due to visit to troubleshoot the issues. He'll update at next month's meeting. The trustees also discussed the features/service of two different film providers, Moviola and Fim Bank Media. As a CIC organisation, trustees believed that Moviola would be a more appropriate service to use and that its terms were acceptable. It was agreed that Cllr. Tower would look into this further and confirm terms He proposed that a DVD player (Panasonic @ £73) is bought. He shared research he'd done on this, which was discussed. Cllr. Pearce seconded the proposal and all voted in favour.

ACTION: Clerk and Cllr. Tower to liaise regarding Moviola and the purchase of a DVD player.

- c) To receive feedback on the Pub Night held on 28th July 2023: Trustees shared satisfaction at how the second event went. Clerk reported that after costs, profit for the evening stands at £580.61. Running totals for all events will be presented within next month's financial statement. It was proposed by Cllr. Tower and seconded by Cllr. Wheeler that for the foreseeable future, pub nights should continue on the last Friday of each month. All voted in favour. Staffing the events was also discussed. August's will be staffed by Trudy Charles and Sheena Tower.

ACTION: Clerk to publicise dates to the end of this year.

- e) To consider further/regular fund raising event ideas: it was noted that Hall Fundraiser, Ally Hackwell has organised a jumble sale on August 5th. It was agreed that once the acoustic panelling is fitted, additional events would be organised.

4. Administration and Finance

- a) To note and approve the signing of the Controlled Waste Transfer Note from ESC: this was noted.
- b) To discuss a proposal to adopt financial regulations for Yoxford Village Hall: the Clerk circulated current Payment and Receipt policy and advised that revisions could be made to enable prompter reimbursement of expenses. This was discussed. Cllr. Tower proposed that the Clerk draft the revision for trustees to consider. Cllr. Wheeler seconded and all were in favour. In addition, the possibility of having access to a debit card for payments was discussed. Clerk will explore this with the bank.
- c) To note and discuss the latest financial position: this was noted.
- d) To provide an update on the authorised signatories to the bank/building society accounts.
- e) The payments listed below were approved for payment. In addition, the Clerk reported that a credit for £168.17 had been received into the account from E-on (Sports Group electricity provider). She is communicating with EON to gain clarification on the account charges and will update next month.

Details	Payee	Amount	Power
Cleaning	Hazel Wheeler	£192.00	LGA (Misc Prov) 1976 s.19
Electricity for period 04.06.23 to 04.07.23	British Gas	£107.94	LGA (Misc Prov) 1976 s.19
Gas for period 08.05.23 to 30.06.23	Positive Energy	£ 29.65	LGA (Misc Prov) 1976 s.19
Expenses: SumUp Card Reader	Trudy Charles	£ 39.99	LGA (Misc Prov) 1976 s.19
Expense & Mileage claim: Pub Night supplies	Russell Pearce	£228.16	LGA (Misc Prov) 1976 s.19
Expense claim: Pub Night supplies	Dave Tower	£120.00	LGA (Misc Prov) 1976 s.19
Expense claim: Pub Night Supplies	Hazel Wheeler	£ 97.33	LGA (Misc Prov) 1976 s.19
Expense claim: cleaning materials	Hazel Wheeler	£ 15.59	LGA (Misc Prov) 1976 s.19
Pest service	Rodent Services Ltd.	£40.80	LGA (Misc Prov) 1976 s.19
Window Cleaning (March & June 2023)	Ralph's Window Cleaning	£56.00	LGA (Misc Prov) 1976 s.19

5. Next Meeting

The next meeting was confirmed for Thursday September 7th 2023 at 8:30 pm.

Meeting closed at 9.20pm

Trudy Charles
Parish Clerk
July 28th 2023

Yoxford Village Hall - Financial Position – August 2023

Receipts: Operating Account– July 1st to 26th 2023

Marquee Hire	£40.00
Car Parking Charge (Yoxford Primary)	£360.00
Fuuse: car charging units	£5.82
CAS: additional insurance premium for AV System	£18.37
	£384.19

Receipts: Fund raising Account – July 1st to 26th 2023

Pub Night 30.06.23 SumUp payments	£257.45
Pub Night 30.06.23 Cash payments	£527.00
Item sales (AH)	£42.00
Donations (£9.18 + £25)	£34.18
	£860.63

Receipts: Sports Group Account – July 1st to 26th 2023

Pay and Play Fees (5 x £7.50)	£37.50
	£37.50

Payments: Operating Account – July 1st to 26th 2023

British Gas: Electricity for period 04.06.23 to 04.07.23	£107.94
Pozitive Energy: Gas for period 08.05.23 to 30.06.23	£29.65
Hazel Wheeler: Cleaning	£192.00
Trudy Charles: Expense claim for storage boxes	£52.00
Russell Pearce: Invoice 019	£50.00
Russell Pearce: Expense claim for taps	£169.86
Trident Fire: Invoice 0227	£169.14
	£770.59

Payments: Fund raising Account – July 1st to 26th 2023

Dave Tower: Expense claim pub night supplies	£126.24
Russell Pearce: Expense claim pub night supplies	£418.23
	£544.47

Payments: Reserves Account with SBS– July 1st to 26th 2023

Full payment to The Acoustics Company for acoustic panelling	£ 3737.81
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Bank Balances as at July 26th 2023

Barclays Bank - Operating Account	£6,854.12
Barclays Bank - Fund Raising Account	£2,996.47
Barclays Bank - Sports Group Account	£122.46
Suffolk Building Society - New Build Account	£49,597.62
Suffolk Building Society - Reserves Account	£1,387.75
Suffolk Building Society – Sports Group Account	£8,473.61
	£69,432.03