

# YOXFORD PARISH COUNCIL as SOLE TRUSTEE of YOXFORD VILLAGE HALL (Registered Charity Number: 304846)

Minutes of the meeting  
held on  
Thursday September 7<sup>th</sup> 2023  
at 8.45 PM at Yoxford Village Hall

## 1. Attendance and Apologies

### Attendees:

Cllr. David Childs  
Cllr. Janet Gardner  
Cllr. Laura Greenberg  
Cllr. Nicol McCallum  
Cllr. Anna Noakes  
Cllr. Ian Patterson  
Cllr. Deborah Thompson  
Cllr. Jason Vincent  
Cllr. Hazel Wheeler

### Apologies accepted for absence:

Cllr. Russell Pearce  
Cllr. David Tower

### In attendance:

Trudy Charles - Clerk/RFO  
1 member of the public

## 2. Minutes

- a) Cllr. Wheeler proposed and Cllr. Thompson seconded the motion to approve the minutes of the meeting held on August 3<sup>rd</sup> 2023. All were in favour.
- b) The Clerk shared that matters arising, not covered under Agenda items were:
  - Cllr. Tower and the Clerk are liaising regarding the purchase of a DVD player.
  - The Clerk has devised and published/circulated the Pub Night dates for the rest of 2023.

## 3. Activities

- a) To receive an update on, and discuss, the renovation/refurbishment project: in light of an email from ESC Planning Team, Trustees will meet next month to discuss next steps. [This will be a single item agenda.
- b) To receive an update on the Village Hall cinema and events system and to discuss and agree security/storage/requirements for usage: AV Unit to visit site 14<sup>th</sup> September to complete the fix.
- c) To receive feedback on the Pub Nights: this was discussed and the Trustees felt that the nights had been a great success for the local community as well as raising funds for the Village Hall. Other ways of developing the event, such as offering food, was discussed but no decisions were made. This matter will be returned to.
- e) To consider further/regular fund raising event ideas: see above.

## 4. Administration and Finance

- a) Cllr. Greenberg proposed and Cllr. Patterson seconded the proposal to approve the revised Payments and Receipts policy. All were in favour. During the discussion, and in light of the Chair and Vice Chairs' apologies for absence, the Clerk had researched protocol for the chairing of Trustee meetings and found that a monthly meeting is not legally required. There was a general discussion about this and the Clerk advised that the Trustees general practice/running of the charity would be worth reviewing to ensure best and effective practice. It was proposed by Cllr. Greenberg and seconded by Cllr. Patterson that this be a single item agenda. All were in favour.

**ACTION: Clerk to liaise with the Trustee about timing of this item.**

- b) The latest financial position and Bank Reconciliation for Q3 were noted.
- c) To provide an update on the authorised signatories to the bank/building society accounts: the Clerk gave a brief update of the current issues with mandate/signatory changes for United Trust Bank.

d) Cllr. Patterson proposed and Cllr. Wheeler seconded the proposal to approve the listed payments. All were in favour:

<b>Details</b>	<b>Payee</b>	<b>Amount</b>	<b>Power</b>
Cleaning payment	Cleaner	£192.00	LGA (Misc Prov) 1976 s.19
Electricity for period 04.07.23 to 04.08.23	British Gas	£229.78	LGA (Misc Prov) 1976 s.19
Gas for period 01.07.23 to 31.07.23	Positive Energy	£ 17.05	LGA (Misc Prov) 1976 s.19
Phone & Broadband Quarterly Bill	BT	£144.98	LGA (Misc Prov) 1976 s.19
Expenses: Nisbets order for cleaning equipment	Clerk	£222.55	LGA (Misc Prov) 1976 s.19
Expense & Mileage claim: Pub Night supplies	Chair	£306.31	LGA (Misc Prov) 1976 s.19
Expense & Mileage claim: Pub Night supplies	Clerk	£204.00	LGA (Misc Prov) 1976 s.19
Expense claim: cleaning materials	Cleaner	£ 10.90	LGA (Misc Prov) 1976 s.19

#### 5. Next Meeting

To confirm the date and time of the next meeting which is scheduled for Thursday 5<sup>th</sup> October 2023 at 8:30 pm.

Meeting closed at 8.50pm

Trudy Charles  
Parish Clerk  
September 1<sup>st</sup> 2023

## Yoxford Village Hall - Financial Position – September 2023

### Receipts: Operating Account– July 26th to August 31st 2023

Marquee Hire	£	764.44
Fuuse: car charging units	£	160.44
	<b>£</b>	<b>924.88</b>

### Receipts: Fund raising Account – July 26th to August 31st 2023

August Bar Events (Net)	£	657.48
Item sales (AH)	£	1,010.96
Donations	£	54.18
	<b>£</b>	<b>1,722.62</b>

### Receipts: Sports Group Account – July 26th to August 31st 2023

Pay and Play Fees/Subscriptions	£	72.50
	<b>£</b>	<b>72.50</b>

### Payments: Operating Account – July 26th to August 31st 2023

British Gas: Electricity for period 04/07/23 to 04/08/23	£	229.78
Pozitive Energy: Gas for period 08.05.23 to 30.06.23	£	17.05
Hazel Wheeler: Cleaning	£	192.00
Trudy Charles: Expense claim (Nisbets order)	£	222.55
Trudy Charles: Mileage claim	£	15.30
Hazel Wheeler: Cleaning supplies	£	10.90
Ralph's Window Cleaning Service (March & June)	£	56.00
	<b>£</b>	<b>687.58</b>

### Payments: Fund raising Account – July 26th to August 31st 2023

Russell Pearce: Expense & Mileage claim pub night supplies	£	306.31
Trudy Charles: Expense claim (Green Jack order)	£	188.70
The Acoustics Company for acoustic panelling	£	3,737.81
	<b>£</b>	<b>4,232.82</b>

### Payments: Reserves Account with SBS

Transfer to Operating Account for payment to The Acoustics Company for acoustic panelling	<b>£</b>	<b>3,737.81</b>
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### Bank Balances as at 31 August 2023

Barclays Bank - Operating Account	£	6,732.17
Barclays Bank - Fund Raising Account	£	4,470.65
Barclays Bank - Sports Group Account	£	275.96
Suffolk Building Society - New Build Account	£	49,597.62
Suffolk Building Society - Reserves Account	£	1,387.75
Suffolk Building Society – Sports Group Account	£	275.96
	<b>£</b>	<b>62,740.11</b>