

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

Minutes of the meeting
held on
Thursday October 5th 2023
at 8.45 PM at Yoxford Village Hall

1. Attendance and Apologies

Attendees:

Cllr. David Childs
Cllr. Janet Gardner
Cllr. Laura Greenberg
Cllr. Anna Noakes
Cllr. Ian Patterson
Cllr. Russell Pearce
Cllr. Hazel Wheeler

Apologies accepted for absence:

Cllr. Nicol McCallum
Cllr. Deborah Thompson
Cllr. David Tower
Cllr. Jason Vincent

In attendance:

2 members of the public
Trudy Charles - Clerk/RFO

2. Minutes

- a) Cllr. Greenberg proposed and Cllr. Childs seconded the motion to approve the minutes of the meeting held on 7th September 2023. All were in favour.
b) Matters arising: none.

3. Activities

- a) To discuss and agree next steps for the renovation/refurbishment project: this was discussed at length after which Cllr. Greenberg proposed and Cllr. Childs seconded that Cllrs' Green berg and Pearce with the Clerk meet to explore the planning application process and report back to the Trustee at its next meeting. All were in favour of this.
b) To receive an update on the fixing of the projection system: the Clerk outlined that the projection system had been fixed, Cllr. Tower had tested this and was satisfied that it is working fully now. An order for a DVD player will be placed and then the system will be ready to use. The Trustee explored a number of options, including a wildlife talk as means to 'launch' this new feature. To be finalised at next meeting.

4. Administration and Finance

- a) Cllr. Patterson proposed and Cllr Greenberg seconded that the second draft revised Payments and Receipts policy be approved. All were in favour.
b) The latest financial position was noted.
c) The Clerk gave an update on the authorised signatories to the bank/building society accounts. There remain issues with Barclays which she is liaising with the bank about.
d) The payments listed below Chair's expense claim of £273.03 making the new total £277.98:

Details	Payee	Amount	Power
Inv. 101802 Trade Waste Collections 01/07-30/09/23	ESC	£254.29	LGA (Misc Prov) 1976 s.19
Cleaning payment September	Cleaner	£192.00	LGA (Misc Prov) 1976 s.19
Inv. 38583 Pub Night supplies	Green Jack Brewery Ltd.	170.70	LGA (Misc Prov) 1976 s.19
Expense claim: Pub Night supplies	Chair	£273.03	LGA (Misc Prov) 1976 s.19

5. Next Meeting

The date and time of the next meeting was confirmed as Thursday 2nd November 2023 at 8:30 pm.

28/2023

Yoxford Village Hall - Financial Position – October 2023

Receipts: Operating Account– September 1st to 28th 2023

Marquee Hire	£	44.00
Fuuse: car charging units	£	206.25
	£	250.25

Receipts: Fund raising Account – September 1st to 28th 2023

Interest 05/06 to 03/09/23	£	10.01
Contribution from YPC (Q1+2)	£	481.00
Payment correction: internal transfer from fund raising account (pub night supplies)	£	97.33
	£	578.33

Receipts: Sports Grp Op. Account – September 1st to 28th 2023

Pay and Play Fees/Subscriptions	£	302.00
	£	302.00

Payments: Operating Account – September 1st to 28th 2023

British Gas: Electricity for period 05/08/23 to 05/09/23	£	244.91
Positive Energy: Gas bill for 04.07.23 to 04.08.23 (9.34+6.60)	£	15.94
Hazel Wheeler: Expense claim for cleaning supplies	£	30.60
Trudy Charles: Expense claim: Nesbets 222.55 + Mileage 15.30	£	237.85
BT Phone & Broadband Quarterly	£	144.98
	£	429.37

Payments: Fund raising Account – September 1st to 28th 2023

Payment correction: internal transfer to operating account (pub night supplies)	£	97.33
	£	97.33

Payments: Sports Grp Op. Account - September 1st to 28th 2023

None	£	-
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Bank/Cashbook Balances as at September 28th 2023

Barclays Bank - Operating Account	£	6,932.32
Barclays Bank - Fund Raising Account	£	4,383.33
Barclays Bank - Sports Group Account	£	394.46
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
	£	71,169.09

Trudy Charles
Parish Clerk
11th October 2023