

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

**MINUTES OF THE VIRTUAL MEETING HELD VIA ZOOM  
ON THURSDAY 4<sup>th</sup> MARCH 2021 AT 8:30 PM**

**1. Attendance and Apologies**

**Attendees:**

Cllr. Russell Pearce – Chair  
Cllr. Paul Ashton – Vice Chair  
Cllr. David Tower  
Cllr. Ian Shaw  
Cllr. John Sutherell  
Cllr. Stephen Siddall  
Cllr. Sarah Barrett  
Cllr. David Childs  
Cllr. Ann Lambert  
Cllr. Kara Cowie  
Cllr. Nicol McCallum

**Apologies for absence:**

None.

**In Attendance:**

Sharon Smith - Clerk/RFO

**2. Minutes and Matters Arising**

It was proposed by Cllr. Sarah Barrett, seconded by Cllr. Kara Cowie, and agreed that the minutes for the meeting held on 7<sup>th</sup> January 2021 be signed as a true record. All in favour. There were no matters arising.

**2. Maintenance/Refurbishment Report**

Cllr. Russell Pearce reported that he has received a form from Ridgeons to apply for a credit account in the Council's name. Cllr. Pearce said Ridgeons operate a Community Scheme which sometimes donates surplus materials. Cllr. Pearce said he had tried to contact the previous structural engineer but this has not been possible.

**ACTION: Clerk to complete Ridgeons form. Cllr. Russell Pearce to find another structural engineer.**

**3. Friends of the Village Hall**

a) Cllr. Ann Lambert reported that the Friends met twice last month. Three more volunteers have joined as Friends. The roles for fund-raising, social events, maintenance, sports and finance were agreed among the Friends.

b) Cllr. Ann Lambert informed the Council that the current Chair of the Friends intends to step down when the hall fully reopens in June but she will remain as a volunteer. Cllr. Stephen Siddall asked for consideration of this and the role of Friends to be postponed until the next meeting to allow him to prepare a note about the formal separation of powers and responsibilities of the Trustee and the Friends.

**ACTION: Cllr. Stephen Siddall to circulate a note. Clerk to add to next month's agenda.**

c) Cllr. Ann Lambert reported that the Friends agreed the following reopening dates in accordance with the latest government guidelines: tennis courts from 29 March and indoor hall activities from 21 June. In terms of outdoor activities, Cllr. Lambert sought and received approval from the Council to resume the tea/coffee and cake mornings from 12 April, providing the weather is fine. The government guidance allows for 6 people to meet outdoors and this could be managed in

a COVID secure way with two tables of six and two volunteers inside preparing the refreshments separately. A car boot sale may also be possible after 17 May if numbers are managed below 30.

#### 4. Finance

a) The approval of the accounts for the financial year 2019-2020 was postponed until the next meeting as the Clerk reported there are a number of outstanding queries.

**ACTION: Clerk to resolve queries and add to next month's agenda.**

b) The Council agreed to send a letter of complaint to Barclays Bank regarding the change of signatories and request compensation for Birkett's related expenses.

c) The Council authorised the following payments:

Payee	Details	Amount
Hazel Wheeler	Cleaning (2 months)	£320.00
Opus Energy	Gas (2 months)	£17.13
Suffolk Coastal Norse	Trade Refuse Collection (quarterly)	£175.96
British Gas	Electricity ( 2 months)	£182.88
Rodent Services	Pest Control (quarterly)	£37.20
Russell Pearce	Car Park Lighting	£38.99
Ralph's Window Cleaning	Window Cleaning (quarterly)	£28.00
BT	Broadband (quarterly)	£89.96
Chapel Road Accounting Services Ltd	Accounts and Audit	£348.00

d) The Council noted the following receipts:

Payer	Details	Amount
East Suffolk Council	Local Restrictions Support Grant	£6,344.00
Friends of Village Hall	Fund Raising	£854.14
Yoxford Parish Council	Quarterly Contribution	£240.50
Barclays Bank	Interest	£0.03

#### 5. Items for the Next Agenda

- a) To further discuss the responsibilities of the Friends and the appointment of a new Chair.
- b) To approve the accounts for the financial year 2019-2020 and note the auditor's report.

#### 6. Next Meeting

The Council confirmed the date and time of the next virtual meeting which is scheduled for Thursday 1<sup>st</sup> April 2021 at 8:30 pm.

The meeting closed at 8:55 pm.