

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

**MINUTES OF THE MEETING HELD ON THURSDAY 7<sup>th</sup> JULY 2022  
AT 8:30 PM AT YOXFORD VILLAGE HALL**

**1. Attendance and Apologies**

**Attendees:**

Cllr. Russell Pearce – Chair  
Cllr. Paul Ashton – Vice Chair  
Cllr. Ian Shaw  
Cllr. David Tower  
Cllr. David Childs  
Cllr. Laura Greenberg  
Cllr. Sarah Barrett  
Cllr. Janet Gardner

**Apologies for absence:**

Cllr. Nicoll McCallum – written and accepted  
Cllr. Stephen Siddall – written and accepted  
Cllr. John Sutherell – written and accepted

**In attendance:**

Sharon Smith - Clerk/RFO

**2. Minutes**

It was proposed by Cllr. David Tower, seconded by Cllr. Janet Gardner, and agreed that the minutes of the meeting held on 9<sup>th</sup> June 2022 be approved. All in favour.

**3. Councillors' and Clerk's Reports**

a) Break-in – Cllr. Russell Pearce reported that the hall was broken into on 6<sup>th</sup>/7<sup>th</sup> July 2022 through the front door. The cupboards were searched however nothing was taken. Cllr. Pearce reported the break-in to the police. It was agreed to purchase a new lock for the front door and a lock for the large cupboard for the secure storage of the Youth Club equipment. It was further agreed to begin an insurance claim for a new front door.

**ACTION: Cllr. Russell Pearce to buy and affix locks and obtain a quote for a new front door. Clerk to begin an insurance claim.**

b) Refurbishment Project – Cllr. Russell Pearce proposed that the Council accepts a quotation for £2,315.22 (excluding VAT) for the purchase of the Hardie board cladding. Seconded by Cllr. Paul Ashton. All in favour.

c) Electric Vehicle Charging Point – the Clerk reported that she had completed and submitted the County Council application for the installation funding.

d) Health and Safety – Cllr. Russell Pearce reported that he had researched options for instant electric water heaters but he found that many units would be needed, for each kitchen and each toilet tap, and he was not sure that the electricity supply would be sufficient, particularly if the electric heaters and lights were also on. Cllr. Pearce said the cheapest and most effective solution would be to replace the gas boiler. The Council agreed to obtain quotes for the supply and installation.

**ACTION: Cllr. Russell Pearce to progress.**

e) Fire Risk – the Clerk reported that Cllr. Nicol McCallum had obtained another quotation for £300 from a qualified specialist to conduct a fire risk safety assessment. The Council checked the legal obligations online and noted that if an organisation is relatively small and the potential risks are not complex then it is possible to carry out a self-assessment using a checklist compiled by the London Fire Brigade based on the government regulations. The Council agreed to ask Cllr. McCallum if he would be willing to complete the checklist as a competent person.

**ACTION: Clerk to ask Cllr. Nicol McCallum.**

f) Grounds Maintenance – Cllr. Russell Pearce and Cllr. Paul Ashton agreed to undertake grounds maintenance work on the area behind the tennis courts. The area needs to be tidied, weeds sprayed, ground levelled and grass seeded.

#### **4. Fund Raising**

a) The Council discussed the arrangements for the upcoming Yoxman film event. The sculptor will provide a projector, screen and speakers. Cllr. David Tower asked for help delivering leaflets to the residents. The Clerk updated the Council about the application to ESC for a Temporary Events Notice. Volunteers are arranging the catering. Clerk to buy blackout blinds for the windows and doors. Cllr. Russell Pearce proposed that the Council buys 70 wine glasses for £30. Seconded by Cllr. Laura Greenberg. All in favour.

b) Cllr. David Tower proposed that the Council purchases a microphone and speaker for use at events. Cllr. Tower circulated an example of a suitable system priced at £520. Seconded by Cllr. Laura Greenberg. All in favour.

**ACTION: Clerk to purchase.**

#### **5. Finance**

a) The Council noted the latest financial position, attached as Appendix I.

**ACTION: Clerk to write a letter of thanks for the large donation.**

b) The Council noted the refurbishment costs to date, attached as Appendix II.

c) The Council appointed Cllr. Russell Pearce as an authorised signatory.

**ACTION: Clerk to amend the bank mandate.**

d) The Council asked a number of questions about the proposal to buy 12 cases of blue paper from The Bell Inn, Middleton for £156.

**ACTION: Clerk to ask the cleaner.**

#### **6. Next Meeting**

The Council confirmed the date and time of the next meeting which is scheduled for Thursday 11<sup>th</sup> August 2022 at 8:30 pm.

The meeting closed at 9:10 pm.

## Appendix I – Financial Position

### Receipts – June 2022

VAT Control Account	£7,163.58
Donations	£5,867.60
Hall Hire	£438.00
Yoxford Parish Council Quarterly Contribution	£240.50
Annual Tennis Subscription	£66.00
Easy Fundraising	£15.76
Suffolk Building Society - Interest	£40.56
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	<b>£13,832.00</b>

### Payments – June 2022

British Telecom - Broadband	£105.47
Huws Grays Ridgeons – Refurbishment Materials	£2,068.26
Hazel Wheeler – Cleaning	£200.00
Holmes Glazing – Doors/Window	£5,787.60
EPS Transfers - Signage	£38.40
Tristan VanDerMolen – Concrete Breaking	£100.00
Billy Mannell - Carpenter	£1,125.00
Russell Pearce - Mileage	£24.75
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	<b>£9,449.48</b>

### Bank Balances as at 7th July 2022

Barclays Bank - Operating Account	£12,559.77
Barclays Bank - Fund Raising Account	£3,686.68
Barclays Bank - Sports Group Account	£2,439.28
Ipswich Building Society - New Build Account	£49,034.96
Ipswich Building Society - Reserves Account	£5,061.06
Ipswich Building Society – Sports Group Account	£8,390.51
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	<b>£81,172.26</b>

## Appendix II – Refurbishment Costs

### Balance as at 1 April 2020

New Build Account	£67,290.34
Reserves Account	£5,045.98
Fund Raising Account	£838.80
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	<b>£73,175.12</b>

### Expenditure from 1 April 2020 to 17 June 2022 (net of VAT)

Roof	£22,530.10
Doors/Window	£4,823.00
Materials	£3,774.81
Scaffolding	£1,200.00
Carpenter	£1,125.00
Digger Operator	£210.00
Mileage Expenses	£24.75
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	<b>£33,687.66</b>

### Income from 1 April 2020 to 17 June 2022

Fund Raising	£9,807.19
Donations	£6,137.60
Sale of Roofing Materials	£1,470.00
Bank Interest	£880.45
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	<b>£18,295.24</b>

### Balance as at 17 June 2022

New Build Account	£49,034.96
Reserves Account	£5,061.06
Fund Raising Account	£3,686.68
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	<b>£57,782.70</b>