

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

**MINUTES OF THE MEETING HELD ON THURSDAY 11th AUGUST 2022
AT 9:00 PM AT YOXFORD VILLAGE HALL**

1. Attendance and Apologies

Attendees:

Cllr. Russell Pearce – Chair
Cllr. Paul Ashton – Vice Chair
Cllr. John Sutherell
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

In attendance:

Sharon Smith - Clerk/RFO
1 member of the public

2. Minutes

It was proposed by Cllr. David Tower, seconded by Cllr. Janet Gardner, and resolved that the minutes of the meeting held on 7th July 2022 are approved. All in favour.

3. Councillors' and Clerk's Reports

a) Refurbishment project – Cllr. Russell Pearce reported that boards will be put around the windows which will complete the cladding to one side of the hall. The new doors are to be adjusted by the glaziers. The next steps are to refurbish the ceiling in the main hall. This will require scaffolding to create a false floor to enable the ceiling to be taken down, battened out, new boarding, insulation, lighting and heating to be installed and painted. The main hall will be closed for a number of weeks but the small hall will remain open for the Post Office and clubs/groups. It was agreed to plan this work for January/February subject to the availability of contractors. Cllr. Pearce also reported that RSC Landscapes undertook some ground clearing work on the land behind the tennis courts.

ACTION: Cllr. Russell Pearce to progress.

b) Electric vehicle charging point – no update.

c) Health and Safety – following a recommendation from Cllr. Nicol McCallum, the Council agreed to appoint an accredited fire safety risk assessor to inspect the hall and report back with recommendations to improve fire safety and to inform on capacity limits for various types of events. Cllr. David Childs agreed to inspect and test the portable appliances.

ACTION: Clerk and Cllr. David Childs to progress.

d) Audio equipment – Cllr. Russell Pearce received approval to purchase audio equipment to the value of £550.

ACTION: Cllr. Russell Pearce to progress.

e) Front door damage – the Council accepted a quotation from Holmes Glazing to replace the front door. It was agreed to submit a claim to the insurance company.

ACTION: Clerk to progress.

f) Parking – it was noted that during cricket events parking near the entrance to the car park restricts visibility up and down Old High Road.

ACTION: Clerk to speak to Cricket Club and inform them of the upcoming event dates.

4. Fund Raising

a) Cllr. Russell Pearce reported that the Yoxman film event was a great success and raised over £800 of profit with half the wine left over. It was agreed to hold a second event on 9th September as 53 names are already on the list.

ACTION: Event to be advertised in the Yapper, social media and on local noticeboards.

b) Cllr. David Tower reported that a jumble sale is being held on 3rd September, a Quiz Night on 8th October and there is demand for the Meet Up Tuesday Group to meet twice weekly if supported by new volunteers.

ACTION: Clerk to discuss Meet Up Tuesday Group with current volunteers.

5. Finance

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

b) The Council agreed to buy a set of boules for use on the piste.

ACTION: Clerk to progress.

6. Next Meeting

The Council confirmed the date and time of the next meeting which is scheduled for Thursday 8th September 2022 at 8:30 pm.

The meeting closed at 9:30 pm.

Appendix I – Financial Position

Receipts – July 2022

Hall Hire	£190.00
Yoxford Parish Council – CIL for Refurbishment	£2,233.05
Yoxman Film Event – Fund Raising	£1,289.01
Allison Hackwell – Fund Raising	£390.88
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	£4,102.94

Payments – July 2022

British Gas - Electricity	£63.33
British Gas - Electricity	£47.96
Sharon Smith – Yoxman Film Event Leaflets	£61.41
Sharon Smith – Yoxman Film Event TEN	£21.00
Sharon Smith – Yoxman Film Event Blackout Blinds	£30.99
Sheena Tower – Yoxman Film Event Blackout Blinds	£24.99
David Humphrey – Yoxman Film Event Wine	£490.62
Russell Pearce – Wine Glasses	£30.00
Hazel Wheeler – Cleaning and Materials	£184.90
U Plastics – Refurbishment Expenditure	£2,778.27
Suffolk Coastal Norse Ltd – Trade Refuse Collection	£211.85
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	£3,945.32

Bank Balances as at 3rd August 2022

Barclays Bank - Operating Account	£12,379.49
Barclays Bank - Fund Raising Account	£4,888.56
Barclays Bank - Sports Group Account	£2,781.28
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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	£82,535.86