

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

**MINUTES OF THE MEETING HELD ON THURSDAY 6th OCTOBER 2022
AT 8:30 PM AT YOXFORD VILLAGE HALL**

1. Attendance and Apologies

Attendees:

Cllr. Russell Pearce – Chair
Cllr. Paul Ashton – Vice Chair
Cllr. Laura Greenberg
Cllr. Ian Shaw
Cllr. David Tower
Cllr. David Childs
Cllr. Janet Gardner
Cllr. Hazel Wheeler
Cllr. Ian Patterson

Apologies for absence:

Cllr. Nicoll McCallum – written and accepted
Cllr. Sarah Barrett – written and accepted

In attendance:

Sharon Smith - Clerk/RFO

2. Minutes

It was proposed by Cllr. Russell Pearce, seconded by Cllr. David Childs, and resolved that the minutes of the meeting held on 8th September 2022 are approved. All in favour.

3. Matters Arising

With reference to item 3a, Cllr. Hazel Wheeler reported that the regular hall users are happy to move to the small hall during the main hall ceiling refurbishment. The Council meeting in January 2023 will be brought forward to Wednesday 4th to allow the Youth Club to use the small hall on Thursday 5th. No bookings will be accepted in the main hall from 21st December 2022 to 31st January 2023.

ACTION: Clerk to amend the approved Meeting Dates schedule and publish on the website.

4. Refurbishment Project

Cllr. Russell Pearce reported a slight change of plan to refurbish the main hall ceiling and quotes to replace the fencing will be around £1,300 to £1,500.

5. Fund Raising

Cllr. Russell Pearce reported that a quantity of wine was leftover from the Yoxman Film event. It was agreed to offer a couple of bottles for the raffle at the upcoming Quiz Night and to sell the rest for cost price.

6. Fire Risk Assessment

The Council reviewed the fire risk assessment report and decided to replace the rear fire doors as the first priority. Holmes Glazing will be asked to provide a quote, once they have adjusted the patio doors as agreed and satisfactorily fitted the front door. The fire risk assessment will be added as a standing agenda item to keep the recommendations under review.

ACTION: Clerk to contact Holmes to accept the front door quote and to request that the patio doors are adjusted.

7. Finance

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

8. Next Meeting

The Council confirmed the date and time of the next meeting which is scheduled for Thursday 3rd November 2022 at 8:30 pm.

The meeting closed at 9:00 pm.

Appendix I – Financial Position

Receipts – September 2022

Hall Hire	£63.00
Sixsmith Build – Hall Hire	£243.00
Yoxford Parish Council – Quarterly Contribution	£240.50
East Suffolk Council – Trade Refuse Refund	£180.34
Yoxman Film Event II	£1,065.00
Fund Raising	£570.70
	<hr/>
	£2,362.54

Payments – September 2022

Opus - Gas	£0.15
British Gas - Electricity	£50.66
Acanthus Fire Assessment – Fire Risk Report	£300.00
EPS Transfers - Signage	£24.00
Yoxford Parish Council – Insurance Premium	£1,296.16
Hazel Wheeler – Cleaning and Materials	£234.75
	<hr/>
	£1,905.72

Bank Balances as at 30th September 2022

Barclays Bank - Operating Account	£10,414.14
Barclays Bank - Fund Raising Account	£5,460.63
Barclays Bank - Sports Group Account	£2,783.83
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
	<hr/>
	£81,145.13