

YOXFORD PARISH COUNCIL AS SOLE TRUSTEE OF YOXFORD VILLAGE HALL

MINUTES OF THE MEETING HELD ON THURSDAY 1st DECEMBER 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. Janet Gardner
Cllr. Sarah Barrett
Cllr. Hazel Wheeler
Cllr. Nicol McCallum

Apologies for absence:

Cllr. David Childs – written and accepted
Cllr. Ian Patterson – written and accepted

In attendance:

Sharon Smith - Clerk/RFO

2. Minutes

It was proposed by Cllr. Laura Greenberg, seconded by Cllr. Hazel Wheeler, and resolved that the minutes of the meeting held on 3rd November 2022 are approved. All in favour.

3. Councillors' and Clerk's Reports

a) Refurbishment Project – the Council ratified the decision to accept the quotation from Arc Thermal Products for £4,747.40 (net of VAT) to replace the existing heating system in the main hall with eight infrared panels. It was agreed to install an on/off switch with an indicator light to inform users that the heating is on with a fail-safe switch to turn the heaters off after six hours of use. This could be changed to a timer switch if problems arise. Cllr. Pearce has also ordered insulation and new lights for the main hall.
ACTION: Cllr. Russell Pearce to progress.

b) Fire Risk Assessment – it was agreed that the Clerk would ask Holmes Glazing for a quote to replace the rear door with an approved fire exit door and to ascertain why the patio doors are not true fire exits.
ACTION: Clerk to progress.

c) Fund Raising – the Clerk informed the Council that a donation of £500 had been received via the fund raiser. Cllr Laura Greenberg suggested that the fund raiser is nominated for the Suffolk Community Foundation Volunteer of the Year Award.
ACTION: Clerk to research award.

4. Finance

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

b) The Council agreed to allow the mobile fish and chip van to operate from the car park for a free trial period until the new year. Cllr. David Tower recommended that the Council enters into a formal agreement with the proprietor and to check that he has public liability insurance. Following a discussion, it was decided to just use the hall booking form with the associated terms and conditions and to charge a token amount.
ACTION: Clerk to notify the proprietor of the Council's intention.

c) The Council agreed to review quotes received for a shipping container from different suppliers
ACTION: Clerk to circulate quotes.

d) The Council approved the revised Payments and Receipts Policy.

5. Next Meeting

The Council confirmed the date and time of the next meeting which is scheduled for Wednesday 4th January 2023 at 8:30 pm.

The meeting closed at 9:00 pm.

Appendix I – Financial Position

Receipts – October 2022

Hall Hire	£223.00
Insurance Claim – Front Door	£1,180.00
Barclays Bank – Shipping Container Refund	£1,490.00
Allison Hackwell – Fund Raising	£1,145.33
Easy Fundraising – Fund Raising	£22.35
Yoxford Parish Council – Quarterly Contribution	£240.50
Yoxford Parish Council – Insurance Reimbursement	£638.40
Tennis Club – Annual Subscription/Pay and Play	£55.50
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	£4,995.08

Payments – November 2022

Business Services at CAS Ltd - Insurance	£1,934.56
Holmes Glazing – Front Door	£1,716.00
Rodent Services – Pest Control	£38.40
EPS Transfers - Signage	£4.80
British Gas – Electricity	£52.35
British Gas – Electricity	£83.65
Anglia Car Charging – SIM Charges (Half-Year)	£64.80
Hazel Wheeler – Cleaning and Materials	£192.00
Opus – Gas	£3.13
E-On Next – Sports Group Electricity	£109.57
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	£4,199.26

Bank Balances as at 26th November 2022

Barclays Bank - Operating Account	£6,778.09
Barclays Bank - Fund Raising Account	£7,713.31
Barclays Bank - Sports Group Account	£2,729.76
Ipswich Building Society - New Build Account	£59,034.96
Ipswich Building Society - Reserves Account	£5,061.06
Ipswich Building Society – Sports Group Account	£8,390.51
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	£89,707.69