

# YOXFORD PARISH COUNCIL AS SOLE TRUSTEE OF YOXFORD VILLAGE HALL

## MINUTES OF THE MEETING HELD ON THURSDAY 3<sup>rd</sup> NOVEMBER 2022 AT 9:00 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

#### Attendees:

Cllr. Hazel Wheeler  
Cllr. Ian Patterson  
Cllr. Sarah Barrett

#### Apologies for absence:

Cllr. Nicoll McCallum – 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 6<sup>th</sup> October 2022 are approved. All in favour.

### 3. Refurbishment Project

Cllr. Russell Pearce reported that Holmes Glazing had been contacted several times to fit the new front door and to adjust the patio doors in the large hall but to date this work has not yet been done.

### 4. Fund Raising

a) Cllr. David Tower said that the Quiz Night was a great success and raised £700. He recommends that the Council runs a bar at subsequent events.

b) The Council gave a vote of thanks to Peter Hambling for his generous donation of £10,000 towards the refurbishment of the hall.

**ACTION: Clerk to write a letter.**

### 5. Finance

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

b) The Council considered and amended a draft Payments and Receipts Policy. It was agreed to obtain a card reader for use at events and to applying for a corporate credit card for use by the Chairman.

**ACTION: Clerk to amend the policy and apply for a card reader.**

c) The Chairman reported that the Council had fallen victim to a scam and, despite due diligence, the £1,490 paid by bank transfer for a shipping container was fraudulent as the shipping container was not delivered and the company is not responding to emails or phone calls. The Clerk reported the scam to Barclays Bank, who are investigating, and to Action Fraud and Suffolk Constabulary.

### 6. Next Meeting

The Council confirmed the date and time of the next meeting which is scheduled for Thursday 1<sup>st</sup> December 2022 at 8:30 pm.

The meeting closed at 9:30 pm.

## Appendix I – Financial Position

### Receipts – October 2022

Hall Hire	£189.00
Quiz Night	£700.00
Hambling - Donation	£10,000.00
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	<b>£10,889.00</b>

### Payments – October 2022

Opus - Gas	£1.59
British Gas - Electricity	£52.35
Russell Pearce – Picnic Benches	£600.00
ABE – Storage Container	£1,490.00
Suffolk Coastal Norse – Trade Refuse Collection	£211.85
Hazel Wheeler – Cleaning and Materials	£192.00
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	<b>£3,090.29</b>

### Bank Balances as at 30<sup>th</sup> October 2022

Barclays Bank - Operating Account	£7,043.53
Barclays Bank - Fund Raising Account	£7,245.63
Barclays Bank - Sports Group Account	£2,783.83
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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	<b>£89,559.52</b>