

# YOXFORD PARISH COUNCIL AS SOLE TRUSTEE OF YOXFORD VILLAGE HALL

## MINUTES OF THE MEETING HELD ON WEDNESDAY 4<sup>TH</sup> JANUARY 2023 AT 7:45 PM AT YOXFORD VILLAGE HALL

### 1. Attendance and Apologies

#### Attendees:

Cllr. Russell Pearce – Chair  
Cllr. Laura Greenberg  
Cllr. Ian Shaw  
Cllr. David Tower  
Cllr. Ian Patterson  
Cllr. Sarah Barrett  
Cllr. Hazel Wheeler  
Cllr. Nicol McCallum

#### Apologies for absence:

Cllr. Paul Ashton – written and accepted  
Cllr. David Childs – written and accepted  
Cllr. Janet Gardner – written and accepted

#### In attendance:

Sharon Smith - Clerk/RFO

### 2. Minutes

It was proposed by Cllr. David Tower, seconded by Cllr. Ian Shaw, and resolved that the minutes of the meeting held on 1<sup>st</sup> December 2022 are approved. All in favour.

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

a) Refurbishment Project – Cllr. Russell Pearce said the main hall ceiling replacement was underway and no surprises had been uncovered. The next steps are to replaster and paint the ceiling, make good around the patio doors and to affix the new heating system and lights. Replacing the main kitchen, including a new floor, will follow.

b) Fire Risk Assessment – Cllr. Nicol McCallum said he had contacted the Fire Safety Assessor for his advice as to whether the quote for the rear fire door meets current safety standards.

**ACTION: Cllr. Nicol McCallum to forward reply to the Clerk when received.**

### 4. Fund Raising

a) The Council discussed arranging an 'opening party' when the main hall refurbishment is complete.

**ACTION: Clerk to vary the premises licence to permit the supply and sale of alcohol.**

b) The Council agreed to apply for a grant from the Platinum Jubilee Village Hall Fund. It was decided to apply for £7,500 which is the minimum amount. Only 20% of the total capital expenditure is eligible for funding and it is expected that replacing both kitchens and the toilets, cladding the remaining gables, and refurbishing the small hall will cost around £37,500.

**ACTION: Clerk, Cllr. Laura Greenberg and Cllr. Sarah Barrett to complete the application form.**

### 5. Finance

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

b) The Council agreed to purchase a shipping container from Adaptainer for approximately £3,190 including delivery.

**ACTION: Clerk to obtain an updated quote and order if within budget.**

### 6. Administration

The Council approved and adopted a Health and Safety policy.

## **7. Next Meeting**

The Council confirmed the date and time of the next meeting which is scheduled for Wednesday 1<sup>st</sup> February 2023 at 8:30 pm.

The meeting closed at 8:25 pm.

## Appendix I – Financial Position

### Receipts – December 2022

Hall Hire	£359.00
Fund Raising - Donations	£1,078.90
Fund Raising – Christmas Fayre	£255.00
Barclays Bank – Interest	£3.36
Parochial Church Council – Yoxman Film Event Card Receipts	£116.00
Parochial Church Council – Reimbursement of Path Shingle	£53.98
	<hr/>
	<b>£1,866.24</b>

### Payments – December 2022

Arc Thermal Products – Heating System	£5,696.88
BT – Broadband	£101.56
Anglia Car Charging – SIM Fee	£64.80
Hazel Wheeler – Cleaning	£192.00
Russell Pearce – Refurbishment Expenses	£279.61
British Gas – Electricity	£129.09
North Walsham Fire Protection Ltd – Fire Extinguisher Service	£154.54
Suffolk Coastal Norse – Refuse Collection	£211.85
	<hr/>
	<b>£6,830.33</b>

### Bank Balances as at 29<sup>th</sup> December 2022

Barclays Bank - Operating Account	£7,695.23
Barclays Bank - Fund Raising Account	£4,051.69
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
	<hr/>
	<b>£86,963.21</b>