

# YOXFORD PARISH COUNCIL AS SOLE TRUSTEE OF YOXFORD VILLAGE HALL

## MINUTES OF THE MEETING HELD ON WEDNESDAY April 6<sup>th</sup> 2023 AT 8:30 PM AT YOXFORD VILLAGE HALL

### 1. Attendance and Apologies

#### Attendees:

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

#### Apologies for absence:

Cllr. Ian Paterson– written and accepted  
Cllr. Sarah Barrett – written and accepted  
County Cllr. Richard Smith  
District Cllr. Stephen Burroughes

#### In attendance:

Trudy Charles - Clerk/RFO  
Seven members of the public

### 2. Minutes

- a) It was proposed by Cllr. Dave Tower, seconded by Cllr. Hazel Wheeler, and resolved that the minutes of the meeting held on March 2<sup>nd</sup> 2023 are approved. All in favour.
- b) Matters arising – none

### 2. Activities

- a) Cllr. Russell Pearce updated Council on the refurbishment project and there followed an in depth discussion about the kitchen and bar areas and varying ways to refurbish both. It was agreed by all that a firm design would need to be explored and then decided upon. With the new Councillors in place, this will provide an opportunity for new ideas and involvement. Council also agreed that a Working Party should be formed in order to make progress. This could include new Councillors and Friends of the Village Hall. In the first instance, Cllrs. Pearce and Wheeler agreed to form the Working Party and to recruit new members.  
**ACTION: At the next meeting, Council to recruit working party members.**
- b) Cllr. Dave Tower summarised the quotation he had gathered regarding a new audio-visual system that would enable the hall to broaden its offer. This was discussed in the context of Council's view that multiple uses of the equipment would enable it to generate income long term. It was agreed that Council would wait for the remaining quotations to come in so that they could all be considered.
- c) Clerk updated Council on the status of the Licence Application. All paperwork had been submitted and accepted. Public and Press Notices had been displayed and published in line with legal guidance. Consultation process ends April 25<sup>th</sup> after which a decision would be communicated by the Licensing Team at East Suffolk Council.
- d) Cllr. Dave Tower summarised the ongoing plans for the update on arrangements for the Quiz Night April 22<sup>nd</sup> 2023 and shared that everything would be in place.
- e) Ideas for new fund raising events were discussed. Cllr. Hazel Wheeler shared that a car boot sale was being organised at the Hall by Alison Hackwell for April 29<sup>th</sup> 2023. Promoting this event is underway. Other possible events were suggested by Cllrs. Shaw, Wheeler and Pearce for a community café, jazz group and Eastern Angles Theatre Group. These were thought to be viable once the kitchen and bar had been refurbished.

- f) The Clerk summarised her contact with volunteers running the new Art Group and reassured Council that protocols for applying for spending were now understood. Council approved the payment of £7.40 for shelving.  
**ACTION: Clerk to update the volunteer(s) running the Art Group.**
- g) The Norse notification of its charge increase for Trade Refuse Collection Contract 01/04/23-31/03/24 was noted.
- h) A Letter of Consent to Novation – Trade Waste Services Suffolk Coastal Norse was noted.  
**ACTION: Clerk to process documents in g) and h) and return.**
- i) Cllr. Hazel Wheeler summarised current confusion about hall charges; that there are two lists in circulation. It was agreed that the charging list on the website should be used for the timebeing. Once the Hall is fully refurbished, it was agreed that charges will be reviewed. Cllr. Laura Greenberg shared that the hiring of tennis courts was steady and that Yoxford Primary had contacted her to recommence using courts on Wednesday afternoons (term time). Council agreed that this arrangement should continue as a free of charge offer. Cllr. Greenberg requested that the maintenance of the courts be completed and Council agreed that Billy Mannall be contacted to do this work. Cllr. Dave Tower asked whether the flowerbed boards (roadside in front of the Village Hall) could be repaired and Cllr. Pearce offered to do this work. Council agreed.  
**ACTION: Cllr. Russell Pearce to contact Billy Mannall and to mend flowerbed support boards.**

### 3. Finance

- a) The latest financial position was noted.
- b) Council agreed to appoint the Clerk as an authorised signatory to the bank accounts.
- c) The payments listed below were authorised:

Details	Payee	Amount	Power
VH Repairs (Toilet Seat)	Russell Pearce	£20.00	LGA (Misc Prov) 1976 s.19
White Shelving for cupboard for the Art Group	Joan Steel	£7.40	LGA (Misc Prov) 1976 s.19

### 4. Next Meeting

The date and time of the next meeting was confirmed as Thursday 11<sup>th</sup> May 2023 at 8:30 pm.

The meeting closed at 8:55 pm.

## Appendix I – Financial Position

### Yoxford Village Hall - Financial Position – April 2023

#### Receipts – March 2023

Hall Hire	£88.00
Bank Interest	£4.04
Car Chargers Fuse Ltd - Revenue	£30.18
Allison Hackwell – Fund Raising Book sale	£48.86
King's Head Collection Pot	17.67
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	<b>£188.75</b>

#### Payments – March 2023

Hazel Wheeler: Kettles	29.98
Hazel Wheeler: Cleaning mats	20.00
Hazel Wheeler: Cleaning	£192.00
BT Broadband	£108.17
PPL/PRS Music Licence	164.32
ESC Premises Licence Amendment	£100.00
Billy Mannall: Refurbishment Labour	£600.00
Russell Pearce: PA System	561.00
British Gas – Electricity	£238.39
Opus Energy – Gas	£7.80
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	<b>£2021.66</b>

#### Bank Balances as at 31<sup>st</sup> March 2023

Barclays Bank - Operating Account	£5,914.25
Barclays Bank - Fund Raising Account	£6,291.28
Barclays Bank - Sports Group Account	£2,737.26
Suffolk Building Society - New Build Account	£49,597.62
Suffolk Building Society - Reserves Account	£5,079.87
Suffolk Building Society – Sports Group Account	£8,473.61
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	<b>£78093.89</b>