

YOXFORD PARISH COUNCIL AS SOLE TRUSTEE OF YOXFORD VILLAGE HALL

MINUTES OF THE MEETING HELD ON THURSDAY MAY 11th 2023 AT 8:30 PM AT YOXFORD VILLAGE HALL

1. Attendance and Apologies

Attendees:

Cllr. David Childs
Cllr. Janet Gardner
Cllr. Laura Greenberg
Cllr. Nicol McCallum
Cllr. Anna Noakes
Cllr. Ian Paterson
Cllr. Russell Pearce
Cllr. Deborah Thompson
Cllr. David Tower
Cllr. Jason Vincent
Cllr. Hazel Wheeler

In attendance:

Trudy Charles - Clerk/RFO
One member of the public

2. Minutes

- a) It was proposed by Cllr. Dave Tower, seconded by Cllr. Laura Greenberg, and resolved that the minutes of the meeting held on April 6th 2023 are approved. All in favour.
- b) No matters arising

2. Activities

a) To receive an update on the refurbishment project. Cllr. Russell Pearce summarised ideas for next stages of the refurbishment, the kitchen and bar area, which would require input from others. A Working Party was formed to include Cllr. Pearce, Cllr. Vincent and Cllr. Wheeler. It was agreed that other members of the community would also be invited to join. Secondly, the buying/building and installing of acoustic panels was discussed. These would absorb sound and so reduce echo, which is a significant issue in the large hall. Some panels include a front canvas which can be painted/decorated and so Cllr. Deborah Thompson agreed to discuss inviting the Art Group to be involved in a project to combine functionality with art.

ACTION: Members of the Refurbishment Working Party to arrange a meeting to discuss next steps. Cllr. Deborah Thompson to discuss the matter regarding acoustic panels with the Art Group and report back to the Trustee's next meeting.

b) To receive a report on the Quiz Night of April 22nd 2023. Cllr. Dave Tower summarised the successes of the night: over 90 attendees and £808 profit raised. Cllr. Russell Pearce acknowledged the huge amount of work that went into organising such a successful event and asked that thanks be passed on.

b) To discuss proposals/quotes for Village Hall cinema and events system. Cllr. Dave Tower summarised the two detailed quotations he had organised. Council discussed both and the different features they offered as well as long term income generation that the equipment could have. Cllr. Dave Tower proposed that Council commission AV Unit to supply and install front projection equipment, with protective casing and control panel as per the company's quotation for £5836.80 inc VAT. Cllr. Laura Greenberg seconded the proposal and all were in favour.

ACTION: Cllr. Dave Tower to contact AV Unit to begin the process. Clerk to support.

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c) To receive an update on the Licence Application. The Clerk outlined that the application had been successful and that she had received the Licence. A summary of this needed to be displayed by the bar area. The full document will be stored securely at the Village Hall and so be available for inspection by the Police or Local Authority. The details of the licence were discussed. A member of the Council would need to be present when alcohol is sold. Council and Clerk were unsure about whether the Clerk was included in this.
ACTION: Clerk to circulate licence information to Councillors so that they are aware of responsibilities. Clerk to contact the Licensing Team at ESC to ascertain whether a clerk can be used as another member present while alcohol is sold. Clerk to display licence summary next to the bar area.

e) To consider any other fund raising events. In light of the licence being in place, Council discussed arranging a Pub Night for June 30th. This will be discussed further at the next meeting.
ACTION: Councillors to consider best arrangements for a pub night and bring these ideas to the next meeting.

3. Finance

- a) The latest financial position was noted.
- b) To provide an update on the appointment of the Clerk as authorised signatory to the bank accounts: the Clerk updated Council. Necessary security checks have delayed the process and so until she is in place as a signatory, Cllr. Russell Pearce proposed that the current Clerk liaise with the former clerk who would then set up/arrange payments. This proposal was seconded by Cllr. Dave Tower and all were in favour.
- c) The payments listed below were approved:

| Details | Payee | Amount | Power |
|-------------------------------------|-----------------------------------|---------|---------------------------|
| Pest Control Service | Rodent Service (East Anglia) Ltd. | £ 40.80 | LGA (Misc Prov) 1976 s.19 |
| INV-0153 Installation of Call Point | Trident Fire Ltd | £174.00 | LGA (Misc Prov) 1976 s.19 |

4. Next Meeting

The date and time of the next meeting was confirmed as Thursday 1st June 2023 at 8:30 pm.

Meeting closed at 9pm

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Yoxford Village Hall - Financial Position – May 2023

Receipts – April 2023

| | |
|----------------------------------|------------------|
| SCC Locality Budget Grant | £500.00 |
| Hall Hire | £829.00 |
| Lockdale Coins Ltd: Donation | £110.00 |
| Tennis Subs/Pay and Play | £7.50 |
| Quiz Night Fund Raiser | £1159.15 |
| PPL/PRS Music Licence Adjustment | £25.12 |
| | £2,630.77 |

Payments – April 2023

| | |
|--------------------------------------------------------------|------------------|
| Holmes Glazing | £1825.20 |
| British Gas: Electricity | £221.09 |
| Hazel Wheeler: Cleaning | £192.00 |
| Suffolk Coastal Norse: refuse collection | £254.13 |
| Trident Fire Ltd: Front Door Alarm Call Point | £174.00 |
| Sheena Tower: Quiz Night Expenses (Food, Prizes & Equipment) | £350.95 |
| Russell Pearce: Toilet seat replacement | £20.00 |
| | £3,037.37 |

Bank Balances as at 30th April 2023

| | |
|-------------------------------------------------|-------------------|
| Barclays Bank - Operating Account | £6,657.15 |
| Barclays Bank - Fund Raising Account | £5,274.28 |
| Barclays Bank - Sports Group Account | £2,744.76 |
| 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 |
| | £77,827.29 |