

YOXFORD PARISH COUNCIL as SOLE TRUSTEE of YOXFORD VILLAGE HALL (Registered Charity Number: 304846)

Minutes of the meeting
held on
Thursday November 2nd 2023
at 8.45 PM at Yoxford Village Hall

1. Attendance and Apologies

Attendees:

Cllr. David Childs
Cllr. Laura Greenberg
Cllr. Ian Patterson
Cllr. Russell Pearce
Cllr. Deborah Thompson
Cllr. David Tower
Cllr. Jason Vincent
Cllr. Hazel Wheeler

Apologies accepted for absence:

Cllr. Janet Gardner
Cllr. Nicol McCallum
Cllr. Anna Noakes

In attendance:

District Cllr. Julia Ewart
County Cllr. Richard Smith

1 member of the public
Trudy Charles - Clerk/RFO

2. Minutes

- a) Cllr. Wheeler proposed and Cllr. Childs seconded that the minutes of the meeting held on October 5th 2023 be approved. All were in favour.
- b) Any matters arising are delivered within the agenda.

3. Activities

a) **To review Trustee meeting schedule:** further to discussion at previous meetings, the Clerk reported that she had researched guidance on the meeting schedule of a charity through the Charities Commission as well as the Trustees own government document (conveyances dated 15 August 1959 22 December 1959 as amended on 11 March 2020). As a result, she had found that there is an expectation that one AGM per year is scheduled and that, if it wished, the Trustee could review and revise its own schedule. Various permutations were discussed. Cllr. Pearce proposed and Cllr. Tower seconded that a quarterly meeting could facilitate effective management of the hall's business providing that clear duties were approved for delegation. All were in favour of this change and so it was agreed that delegated duties would be drawn up by the clerk for further discussion at December's meeting. Upon approval of this list, a revised schedule of meetings could be agreed and then implemented.

ACTION: The Clerk to draw up a first draft of delegated duties.

- b) **To receive and discuss and agree any update on next steps for the renovation/refurbishment project:** Cllrs. Greenberg and Pearce have not yet been able to meet with the Clerk to explore planning requirements. This to be re-scheduled. Further discussion was had regarding next steps of the refurbishment. It was requested that Cllr. Pearce organise quotes for security shuttering and new flooring for the Trustee to discuss and consider. In addition, security was also discussed with particular arrangements to be explored. Details redacted.
- b) To receive an update on and discuss a schedule of fund raising events: a schedule of events is developing:
 - Monthly Pub Nights (next one 24/11/23)
 - Twice Yearly Quiz Nights (next one 16/12/23) in April/October
 - 10 Film Nights (first one 17/11/23)

Other options such as music, open mic and casino were also discussed briefly. The Clerk was asked to approach her partner's band for a quote.

ACTION: Clerk to collect a quote from the band, Picturehouse.

4. Administration and Finance

a) The latest financial position, bank reconciliation for Q4 and update on end of accounting year arrangements were noted and discussed.

ACTION: Clerk to liaise with Cllr. Tower to sign off bank reconciliation for Q4.

c) **To provide an update on the authorised signatories to the bank/building society accounts:** issues still ongoing.

d) Cllr. Tower proposed and Cllr. Patterson seconded that the payments listed below be authorised:

| Details | Payee | Amount | Power |
|-------------------------------|-------------------------|---------|---------------------------|
| Amazon: DVD/Blu-ray player | Clerk | 169.99 | LGA 1972 s.145 |
| Cleaning payment October | Cleaner | £192.00 | LGA (Misc Prov) 1976 s.19 |
| Inv. 38818 Pub Night supplies | Green Jack Brewery Ltd. | £170.70 | LGA (Misc Prov) 1976 s.19 |

5. Next Meeting

The date for the next meeting was confirmed as Thursday December 7th 2023 at 8:30 pm.

Trudy Charles

Parish Clerk

November 8th 2023