

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

Minutes of the meeting
held on
Thursday December 7th 2023
at 8.45 PM at Yoxford Village Hall

1. Attendance and Apologies

Attendees:

Cllr. Janet Gardner
Cllr. Nicol McCallum
Cllr. Anna Noakes
Cllr. Ian Patterson
Cllr. Russell Pearce
Cllr. Deborah Thompson
Cllr. David Tower

Apologies accepted for absence:

Cllr. David Childs
Cllr. Laura Greenberg
Cllr. Jason Vincent
Cllr. Hazel Wheeler

In attendance:

2 members of the public
Trudy Charles - Clerk/RFO

2. Minutes

- a) Cllr. Dave Tower proposed and Cllr. Patterson seconded the approval of the minutes of the meeting held on 2nd November 2023. All were in favour.
b) Matters arising to be covered within the meeting's agenda.

3. Activities

- a) To review and revise first draft of proposed Delegated Duties: the draft was discussed and added to. The Clerk advised that until these were approved, the existing meeting schedule should remain in place. Cllr. Russell Pearce proposed and Cllr. Dave Tower seconded. All were in favour.

ACTION: Clerk to edit Delegated Duties and circulate to all members of the Trustees in readiness for a second consideration at January's meeting.

- b) To agree meeting schedule and dates for 2024: in light of the item above, a), this item to be postponed until the meeting in January 2024.

At 9.05pm, Cllrs. Gardner and Noakes left the meeting.

- c) To receive, discuss and agree any update on next steps for the renovation/refurbishment project: Cllr. Russell Pearce updated the Trustee on the design of and work to refurbish the bar area. Works are due to begin week beginning December 18th 2023. In addition, he summarised contact he'd had with a representative working with Community Ownership Fund regarding the submission of a second application for a grant. The Sole Trustee's first application was rejected but Cllr. Pearce understands that parameters have changed which may facilitate a successful second application.

ACTION: Cllr. Pearce and Clerk to meet to discuss, prepare and submit a new application.

- d) To discuss and approve a revised schedule of hire charges (reflecting new services: bar and projector system): the Trustee discussed this briefly but further consideration is required.

ACTION: All members of the Sole Trustee to consider ideas for a revised schedule of charge.

- d) To receive an update on, and discussion of fund raising events: with pub and film nights and quizzes, there will be a monthly event at the village hall. The Trustee also discussed hiring the band, Picturehouse to play at a music night. The Clerk's partner is a drummer in the band and has negotiated a reduced rate of £300. Dates were discussed.

ACTION: Clerk to contact the band and discuss their availability for March 9th or 23rd 2024.

- e) To review arrangements for winter conditions: a general discussion was held about measures that can be taken to grant access to the hall. It was agreed that the Clerk would explore applying for a grit bin and purchase a plastic wheelbarrow. Cllr. Deborah Thompson volunteered to research tools and liaise with the clerk.

ACTION: Clerk to research guidance regarding grit bins, purchase a plastic wheelbarrow and shovel.

4. Administration and Finance

- a) To note and discuss the latest financial position as well as ongoing 2023 accounts for all Bar Events: these were noted.
- b) To provide an update on the authorised signatories to the bank/building society accounts:
- c) Cllr. Ian Patterson proposed and Cllr. Nicol McCallum seconded this proposal to authorise the payments listed below. All were in favour.

Details	Payee	Net	VAT	Total
01/11/23 Inv. 108988 Quarterly Service Contract	Rodent Service (East Anglia) Ltd.	£34.00	£6.80	£40.80
23/11/23 Inv. 213931 Service Charge for Nov Film Night	Moviola Ltd.	£77.00	14.15	£91.15
30/11/23 Cleaning payment November	Cleaner	£192.00	-	£192.00
23/11/23 Inv. 39085 Pub Night supplies	Green Jack Brewery Ltd.	£142.25	£28.45	£170.70

5. Next Meeting

The date and time of the next meeting is confirmed as January 4th 2024 at 8.30pm.

Meeting closed at 9.25pm

Trudy Charles
Parish Clerk
December 13th 2023