

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

Minutes of the Annual General Meeting  
held on  
Thursday 15<sup>th</sup> April 2024  
at 7pm at Yoxford Village Hall

## 1. Attendance and Apologies

### Attendees:

Cllr. David Childs  
Cllr. Janet Gardner  
Cllr. Ian Patterson  
Cllr. Deborah Thompson  
Cllr. David Tower  
Cllr. Hazel Wheeler

### Apologies accepted for absence:

Cllr. Laura Greenberg  
Cllr. Nicol McCallum  
Cllr. Anna Noakes  
Cllr. Russell Pearce

### In attendance:

2 members of the public  
Trudy Charles – Clerk/Treasurer

## 2. Minutes

- a) Cllr. Wheeler proposed and Cllr. Thompson seconded that the minutes of the meeting held on 11<sup>th</sup> January 2024 are approved. All present voted in favour.
- b) Matters arising: will be covered under agenda items.

## 3. Refurbishment

- a) The quotations for fire retardant (Commercial Use Compliance with BS5867 Part2B) curtains for the Large Hall were discussed and compared. Cllr. Thompson proposed that the contract be awarded to the local village maker, Margie Clark. Cllr. Patterson seconded this proposal and all present voted in favour.

**ACTION: Clerk to inform Margie Clark and make the necessary arrangements.**

- b) The Refurbishment Plan was discussed in general with the following ideas shared:
- Noticeboards: it was agreed that these are in need of renewing, with the possibility of a flexible 'What's On' board and a new Village Hall sign.
  - External space: discussions were had about extending the courtyard/patio area as well as how best to proceed with the car park. No firm decisions were made.
  - Kitchen: required equipment, layout and design were all discussed. Cllr. Patterson proposed that Cllr. Wheeler lead on arranging for kitchen design/stockists' input to be enlisted.

**ACTION: Cllr. Wheeler to arrange design input and feed back to the Trustee at its next meeting.**

- Building regulations/planning requirements: these remain an unknown and so it was agreed that the Clerk would contact architect, Lucy Mobbs (who once worked on refurbishment plans and so has knowledge of the Hall) for her guidance.

**ACTION: Clerk to contact Lucy Mobbs and feed back at the Trustee's next meeting.**

## 4. Administration

- a) There was a lengthy discussion about the legal requirements/national living wage and that it was important that the cleaner is paid above these basic national requirements. Cllr. Patterson proposed that the role should move to an hourly rate of £13.50. Cllr. Tower seconded this and all present voted in favour. The uplift to be back dated to April 1<sup>st</sup> 2024.

**ACTION: Clerk to implement this pay increase.**

- b) The revisions made to the Payments and Receipts Policy were discussed. It was believed that these were an appropriate way to cover the running of the new bar. Cllr. Tower proposed and Cllr. Patterson seconded that this revised policy be approved. All present voted in favour.

**ACTION: Clerk to finalise and publish revised policy.**

- c) The writing and adoption of a simple policy (which includes a basic volunteer agreement) to manage, safeguard and support all volunteers was discussed. It was felt important that it was important to keep all/any agreements simple and straightforward so that volunteers are not dissuaded from being involved.
- d) To review the Delegated Duties:
  - i. formalising the roles and responsibilities of members of the Sole Trustee was discussed. Cllr Wheeler and the Parish Clerk lead on Hall Bookings, Cllr. Tower contributes to Events as does Cllr. Pearce. No decision made on how best to formalise roles and responsibilities.
  - ii. consideration was given to the formalising roles of other volunteers (known as 'Friends of Yoxford Village Hall') to other key positions. After lengthy discussion, the roles below were agreed. It was also agreed that recruitment of new volunteers was important to ensure the Hall would run efficiently. May's Village Annual Meeting was identified as an ideal opportunity to talk with and recruit volunteers into newly agreed teams:
    - a. Bar Management Team;
    - b. Hall Hire/Bookings Team;
    - c. Events Team;
    - d. Hall Refurbishment Team;
    - e. Fund Raising Team.
- e) The setting up of an Events subcommittee/team with appropriate/limited decision-making powers and suitable internal controls was discussed. No decisions were made. This item will be returned to once more volunteers have been recruited.
- f) The events schedule for 2024 was reviewed. Currently: 12 Pub Nights/10 Film Nights/2 Quiz Nigh
- g) The Clerk updated the Trustee on the authorised signatories to the bank/building society accounts.
- h) The meeting dates for 2024 were discussed. It was agreed that a quarterly schedule was appropriate with the facility of calling additional meetings if the need arises. To avoid booking clashes, the next meeting would be scheduled for a Tuesday evening.
- i) The arrival of the portrait of King Charles III and it was agreed that it should be located in the foyer, on cupboard end facing the main door.

**ACTION: Cllr. Pearce to be tasked to hang the portrait.**

## 5. Finance

- a) The increase of costs for East Suffolk Services Trade Waste Collection Contract (ES240682) was noted. It was agreed that a better deal may be possible.

**ACTION: Cllr. Tower and Clerk to review options in readiness for 2025/6.**

- b) The financial position for January to March 2024, including separate Licensed Bar accounts were noted and discussed. The Trustee noted that the accounts are healthy.
- c) The Bank Reconciliation for Q4 2023/4 was noted.
- d) The Annual Report and Accounts for the year ended 30<sup>th</sup> September 2023 was discussed.

**ACTION: Clerk to upload accounts to The Charity Commission account.**

- e) The need for significant funding was discussed. A Defra fund was discussed briefly as was the SZC Community Fund. It was agreed that this is a time consuming task which needs greater commitment and hoped that someone with appropriate skill set and time availability would volunteer and so be able to contribute in this area.

## 6. Next Meeting

The date and time of the next meeting of 2024 was confirmed as July 16<sup>th</sup> at 7pm.

Meeting closed at 8.30pm

Trudy Charles, Clerk and RFO  
to Yoxford Parish Council  
as Sole Trustee to Yoxford Village Hall

May 20<sup>th</sup> 2024