

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

Minutes of the meeting
held on
Thursday July 16th 2023
at 8.45 PM at Yoxford Village Hall

1. Attendance and Apologies

Attendees:

Cllr. David Childs
Cllr. Janet Gardner
Cllr. Laura Greenberg
Cllr. Anna Noakes
Cllr. Deborah Thompson
Cllr. David Tower
Cllr. John Walford
Cllr. Hazel Wheeler

Apologies accepted for absence:

Cllr. Nicol McCallum
Cllr. Ian Patterson

In attendance:

0 members of the public
Trudy Charles – Clerk/Treasurer

2. Minutes

- a) Cllr. Wheeler proposed and Cllr. Noakes seconded that the minutes of the meeting held on 15th April 2024 be approved. All present voted in favour.
- b) Matters arising: any matters arising will be covered within the agenda.

3. Refurbishment

- a) To receive an update on the making of the fire retardant curtains: this remains underway.
- b) To review the Refurbishment Plan and receive updates, discuss and agree next steps with budgets, and with particular reference to ideas and actions from January and April's meeting:
 - i. Building Regs/Planning requirements/guidance. (Treasurer): the Engineer's Report of 2019 has been located and circulated to the Trustee. The report was discussed along with the potential need for further remedial works. Before any decisions can be made, further information on all works already completed need to be gathered.

ACTION: Clerk to contact Russell Pearce for further information.

- ii. Kitchen: update re. design/costings/plan etc (Cllr. Wheeler): Cllr. Wheeler talked through the powerpoint which included legal requirements, design ideas. Cllr. Walford shared that a commercial kitchen may still be at the closed Darsham Nurseries and could be worth investigating.

ACTION: Clerk to contact:

- 1. **electricians for quotation for rewire.**
- 2. **Russell and Billy for structural work**
- 3. **Depending upon information from Russell, an asbestos survey may be required.**

- iii. Noticeboards: it was agreed previously that these are in need of renewing, with the possibility of a flexible 'What's On' board and a new Village Hall sign: the matter was discussed. Agreed that everyone could collect ideas about best practice and report back to next meeting.

ACTION: all present to take photos of decent noticeboards and bring ideas to next meeting.

- iv. External space: car park/landscaping/disabled access/amenities/accessories: the various options of surface were discussed and the first set of quotes was shared but further information is needed in order to make a good decision. Cllr. Walford offered to collect another set of quotations in readiness for the next meeting. Funding sources were also discussed such as Sizewell Community Foundation. Capacity for the Trustee to explore this is limited and so it's hoped that with the voluntary input from Angela Roper, funds will be identified and applied for.

ACTION: Cllr. Walford to gather further quotations. Clerk to liaise with Angela Roper.

4. Administration

- a) To receive an update regarding the draft volunteer policy (which will include a basic volunteer agreement) to manage, safeguard and support all volunteers: this matter was discussed and remains pending.
- b) To review/revise the Delegated Duties, incorporating where agreed:
 - i. the roles and responsibilities of individual members of the Sole Trustee.
 - ii. receive an update on the recruitment of volunteers to fulfil roles such as:
 - a. Bar Management Team;
 - b. Hall Hire/Bookings Team;
 - c. Events Team with appropriate/limited decision-making powers and suitable internal controls;
 - d. Hall Refurbishment Team;
 - e. Fund Raising Team.

Items b)i and ii were discussed as a whole. Staffing such teams is proving difficult as numbers are small and the capacity for Councillors to take on more is limited. The staffing of Film and Pub Nights for July and August were agreed. In addition, a BBQ for August was considered, with an offer to Russell Pearce to do this. Cllr. Walford offered to talk with Russell.

ACTION: Trustee to give thought to how volunteers can be recruited. Cllr. Walford to talk with Russell re. August BBQ, Cllr. Tower to re-stock bar.

- c) To discuss and agree arrangements for the year's remaining scheduled bar events and New Year's Eve 2024 event: the Trustee discussed employing Picturehouse to return for NYE @ cost of £1500. This would include three sets, all incidental/interval music and the ringing in of 2025. It was agreed that the event will be ticketed with cost to be decided at the next meeting.

ACTION: Cllr. Noakes to contact Paul Read/Steve Mears of Picturehouse to begin making arrangements. Clerk to check fire guidance on maximum number for the event. Trustee to consider provision of food for the event.

5. Finance

- a) The financial position for April to June 2024, including separate Licensed Bar accounts were all noted.
- b) The Bank Reconciliation for Q1 was noted.
- c) A strategy for identifying and applying for funding streams was discussed. It is hoped that Angela Roper's input will make a significant improvement.

6. Next Meeting

The next meeting dates were confirmed as:

October 15th 2024 7pm

January 14th 2025 7pm

Meeting closed at 9.10pm

19th September 2024

Trudy Charles

Treasurer to Yoxford Village Hall