

**PAUNTLEY PARISH COUNCIL  
AS SOLE TRUSTEE OF PAUNTLEY VILLAGE HALL**

**Minutes of a meeting of Pauntley Parish Council as Sole Trustee of Pauntley Village Hall held on Tuesday 21 November 2017 at Pauntley Village Hall**

Present: Councillor Nick Fowke (Chair), Councillors Anne Rawson, Chris Philipps, Paul Chapman, Jeanette Trevail

In attendance: The Clerk, Mrs L Harding

One member of the public was also present.

**1. TO RECEIVE APOLOGIES FOR ABSENCE**

No apologies for absence had been received.

**2. TO RECEIVE ANY DECLARATIONS OF PERSONAL OR PREJUDICIAL INTEREST IN ITEMS ON THE AGENDA**

There were no declarations of personal or prejudicial interest in items on the agenda.

**3. TO APPROVE THE MINUTES OF THE MEETING HELD ON TUESDAY 19 SEPTEMBER 2017**

The minutes of the Meeting held on Tuesday 19 September 2017 were approved.

**4. TO DEAL WITH ANY MATTERS ARISING FROM THE MINUTES OF THE ABOVE MEETING**

A letter had been sent to Mr Barratt regarding the proposals of the Real Ale Festival Committee with regard to camping at the village hall, and Mr Barratt had acknowledged receipt but made no comments. External lighting and additional plastic-topped tables are still to be investigated.

LH

WPD is still to be contacted regarding dates for tree work.

Sandy Fowke has undertaken a further voluntary charity day at the hall, which will attract a £250 payment from her employers. Since the weather was now unfit for completing the treatment of the fence, various jobs inside the hall have been carried out instead.

**5. FINANCE**

a. A financial report was received from the Treasurer, including monies available for refurbishment. The bank balance at 31 October was £4,003.00, with £2,989.06 being reserved for refurbishment and £302.20 received from the coffee mornings.

b. The monies received for the Get Together Club were considered. £302.20 has been banked to date, with a further £28.45 being paid for two new insulated jugs. There will also be expenses for the banner being produced and it had been resolved to purchase a gift for Brian as a thank you for his help. It was resolved that around £100 should be kept in the kitty for expenses, with those that come along to the mornings being asked for suggestions for spending the remainder of the monies. The Christmas coffee morning on 15 December will be free entry.

LH

c. The draft budget for 2018-2019 was considered. This will be finalised at the meeting in February.

	<p>d. It was resolved to make payment to the Treasurer of £7.00 for expenses.</p> <p>e. It was resolved to make payment of £30.00 to Leadon Life Parish Magazine for the advert for</p> <p style="text-align: right;">063</p> <p>the village hall.</p> <p>f. It was resolved to make payment to Filmbank of £99.60 for the screening rights for 'Their Finest'.</p> <p>g. The new amplifier had been faulty and had to be replaced with a newer model which was slightly more expensive. A discount had been obtained and the additional payment to Richer Sounds was reduced to £33.26. This was approved.</p> <p>h. It was resolved to make payment to Mrs J Butler of £37.50 for cleaning on 14 August.</p> <p>i. It was resolved to make payment to Mr R Moore of £73.50 for PAT testing at the hall.</p> <p>j. No second quote had been received for work in the kitchen and the Treasurer will arrange for another quote.</p> <p>k. A deep clean of the hall was due and it was resolved to wait until the work had been completed on the kitchen.</p> <p>l. The sale of the old film equipment, including the screen, DVD player, amplifier, and microphones and stand was discussed. The Chairman will take this into the shop in Newent, although second-hand electrical items are not likely to be of any considerable value.</p> <p><b>6. TO CONSIDER AND RESOLVE ON THE INSTALLATION OF SMOKE ALARMS IN THE VILLAGE HALL AT A COST OF £31.00 FOR TWO</b></p> <p>The purchase of these smoke alarms was approved. A heat alarm is needed for the kitchen and the Chairman will purchase one.</p> <p><b>7. TO CONSIDER THE EMAIL FROM NEWENT SENIOR SECTION GUIDES REGARDING THE APPROVAL OF THE HALL AS A SLEEPOVER VENUE FOR GUIDES, TO DETERMINE IF THIS SHOULD BE FOR LOCAL OR NATIONAL GROUPS, AND TO SET A FEE FOR SLEEPOVER AND CAMPING DATES.</b></p> <p>It was agreed that the hall should be included as a sleepover and camping venue for guiding groups from any area. Normal sleepover fees for a weekend will be kept at £54.00.</p> <p><b>8. TO CONSIDER ITEMS ON THE MAINTENANCE SCHEDULE, INCLUDING REPORTS ON PAT TESTING (ATTACHED) AND FIRE APPLIANCE TESTING</b></p> <p>PAT testing had been carried out and the report was considered. The fridge and microwave are both planned to be replaced as part of the work on the kitchen. The fire appliance testing and discharge of emergency lighting test had been carried out, and the remaining water extinguisher replaced. The only other item was the deep clean, discussed above. Flooring is still needed for the storeroom.</p> <p><b>9. TO RECEIVE A REPORT ON PAST BOOKINGS AND EVENTS</b></p> <p>Hall bookings continued to be slow. The film evening in October had raised £114.60 after expenses.</p> <p><b>10. TO CONSIDER FUTURE BOOKINGS AND EVENTS:</b></p> <ul style="list-style-type: none"> <li>• Bookings for the film evening on 25 November have been slow. Anne will help with refreshments.</li> <li>• The Chairman has obtained menus and prices for the Curry Evening on 9 December. It was agreed that bookings and payment need to be made before Thursday 7 December as the restaurant need to know numbers by then.</li> </ul>	<p>NF</p> <p>NF</p>
--	---	---------------------

- The Christmas coffee morning on 15 December will be free entry, and punch and nibbles will be provided, with people being asked to bring along some festive food to share.
- The film evening in January 2018 will be held on 20 January and the film will be 'Grow your own'.

064

- The film evening for February will provisionally be Saturday 17 February. Films will be decided nearer the date.

**11. TO AGREE THE DATES FOR THE MEETINGS OF PAUNTLEY PARISH COUNCIL AS SOLE TRUSTEE OF PAUNTLEY VILLAGE HALL FOR 2018**

Provisional dates for meetings in 2018 were agreed:

Monday 5 February  
 Tuesday 17 April  
 Tuesday 29 May  
 July TBA  
 Tuesday 18 September  
 Monday 26 November

**12. TO CONSIDER ANY OTHER URGENT RELEVANT BUSINESS**

The Treasurer reported that the electricity account with Eon was currently £20.29 in credit.

Approved..... Date.....