

**[089]**

## **PAULTLEY PARISH COUNCIL**

**At the meeting of Pauntley Parish Council as the sole Trustee of the Village Hall. Held at Pauntley Village Hall, Brand Green road, Brand Green, Gloucestershire, GL19 3JD. On Monday 22<sup>nd</sup> July 2019 at 7.30 pm.**

In attendance were:

Cllr Paul Gray (Chairman)

Cllr David Melville (Deputy Chairman)

Cllr Lesley Harding

Cllr Anne Rawson

Cllr Christine Philipps

Cllr Nick Fowke

Cllr Paul Chapman

Clerk Jonathan Martin

Before the meeting convened, the Chairman asked the public for any comments. A few members of the public raised the issue of the error of the officially promoted time of the meeting. It was alleged that the start of the Parish meeting was supposed to start at 8.15pm, when in fact both the Village Hall meeting and the Parish council meeting commenced at 7.30pm.

The Chairman thanked Cllr Harding for her work as acting Clerk after the previous Clerk had resigned.

### **Item 1. To receive apologies and acceptable reasons for absence.**

1.1 No apologies received.

### **Item 2. To receive any declarations of personal or prejudicial interest in items on the agenda.**

2.2 No declarations of interests received or dispensations made.

### **Item 3. To confirm the minutes of the Annual General Meeting held on 9 May 2019.**

3.1 The Chairman raised the matter of approving the previous meeting's draft minutes from the 9<sup>th</sup> May 2019 Pauntley Village Hall Committee.

3.2 Proposed: Chairman, Second: Cllr Harding. To approve the Pauntley Village Hall Committee minutes of 9<sup>th</sup> May 2019.

It was resolved: To approve the minutes of 9<sup>th</sup> May 2019 Pauntley Village Hall Committee.

### **Item 4. (Missing from the Agenda)**

### **Item 5 a). To receive and approve the accounts for the first quarter of 2019.**

5 a).1 The Chairman said that there is still a delay in receiving the change of authorisation from the Pauntley Village Hall Committee's bank accounts which is needed to access the organisation's financial records and to make payments. The bank's correspondence information is also still listed as being directed towards the previous Clerk. Until this problem is resolved the financial report is impossible to draft. An estimate of the current balance of the Village Hall's account was put at £5,291.8.

**Item 5 b). To receive a report on the changing of the signatories for the bank account, and to authorisation of online banking.**

5 b). 1 Continuing; it was stated that the change of the bank signatories had been submitted. The total number of signatories was four, including the new Clerk Jonathan Martin. There was still no formal reply from the bank as to the progress of the changes to the online banking access and contact postal address.

5 b). 2 The Chairman made the motion that item e). on the Agenda be exchanged with item c). This was agreed.

**Item 5 e). To resolve on payments to Mr Elton of £544.00 for grounds maintenance for 2017-2018, £440.00 for 2018-2019 and £104.00 for repairs to the drain and building up the manhole, a total of £1,088.00.**

5 e). 1 Proposed: Charman Second: Cllr Harding. To pay the Village Hall's expenses listed in items 5 e).

It was resolved: To pay the Village Hall's expenses listed in items 5 e).

**Item 5 d). To resolve on the renewal of the village hall insurance with Ansvar at an annual premium of £601.08, to be paid by monthly direct debit (includes an additional £12.68 p.a. for insuring the audio-visual equipment)**

5 d). 1 Proposed: Charman Second: Cllr Harding. To pay the Village Hall's expenses listed in items 5 d).

It was resolved: To pay the Village Hall's expenses listed in items 5 d).

**Item 5 c). To receive a financial report from the Chairman, including monies available for refurbishment.**

5 c). 1 This item is restricted by the problems detailed in Item 5 a).

**Item 5 f). To resolve on payment of expenses to the acting treasurer of £46.01, (including £27.00 to Debs Dusters for cleaning in June (attached).**

5 f). 1 Proposed: Charman Second: Cllr Harding. To pay the Village Hall's expenses listed in items 5 f).

It was resolved: To pay the Village Hall's expenses.

**Item 5 g). To resolve on payment to Opus Energy of £40.76 for the period 8.4.2019 to 6.5.2019, £39.95 for the period from 6.5.2019 to 5.6.2019 and £29.81 for the period 6.6.2019 to 5.7.2019, paid by direct debit.**

5 g) 1 Proposed: Charman Second: Cllr Harding. To pay the Village Hall's expenses listed in items 5 g).

It was resolved: To pay the Village Hall's expenses listed in items 5 g).

**Item 5 h). To receive notification of the Wayleave Payment from Western Power Distribution of £49.21.**

5 h). 1 Notification of Wayleave payment received from Western Power distribution.

**Item 5 i). To acknowledge a grant of £1,000.00 from Ecclesiastical Insurance under their Movement for Good Award Scheme.**

5 i). 1 Grant of £1,000.00 acknowledged from Ecclesiastical Insurance under their Movement for Good Award Scheme.

**Item 5 j). To consider and resolve on the revised budget for 2019-2020 (to be presented at the meeting).**

5 j) 1 The Chairman noted the increase in the donations from the Pauntley Real Ale Festival organisation. The ability to predict income from other sources was regarded as impossible. Predictions for donations were similarly unknowable. An issue was raised as to whether the income from the tea/coffee should be included along with the donations. It was further noted that the Wayleave income remained stable. Cllr Fowke asked if donations for the Village Hall's defibrillator unit could be asked for.

Action point: The Chairman said that he would see what he achieve on this issue.

5 j) 2 Continuing; The Chairman ran through various other expenditures, stating that he rounded up his estimates. The ability to predict maintenance costs was also impossible to estimate. The current maintenance worker remains injured and discussion ensued as to whether a lawn strimmer should be purchased or hired.

Action point: Cllr Fowke said that he would investigate this as to which was the best value for money.

**Item 6. To consider items on the maintenance schedule, including the risk assessment at the hall (see attachment).**

6.1 The maintenance schedule was discussed with emphasis on whether the donations for maintenance would cover the required works. The issue of the currently 'locked' village hall online accounts was raised again as a hinderance to the accurate assessment of the maintenance costs to the hall.

6.2 The creation of a new risk assessment was raised by Cllr Harding. It was agreed that this would be undertaken by Cllr Harding and the Clerk.

**Item 7. To receive a report on past bookings and events (see attached).**

7.1 A document detailing a report on passed village hall bookings was handed out to the Council members. It was noted that previous net profit from these events have been £1,087.14. Examples of these booking activities included, coffee mornings, girl guide meetings, two elections, private bookings, Zumba, quizzes and Pilates.

**Item 8. To receive a report on future bookings and events (see attachment).**

8.1 A document detailing a report on future village hall bookings was handed out to the Council members.

**Item 9. To consider if a further work party is needed at the hall.**

9.1 Considerations over future work upon the village were undertaken. It was suggested that replacement heaters may be needed to be installed in the near future.

9.2 The need for a work party to attend to several of the village hall grounds minor maintenance issues was raised. It was deemed that a list of volunteers and an appropriate time would have to be arranged.

Action point: Arrange a time and date for the work party.

**Item 10. To consider and resolve on the replacement of the curtain rail at the hall.**

10.1 Proposed: Charman Second: Cllr Harding. To have the curtain rail repaired.

It was resolved: To have the curtain rail repaired.

**Item 11. To consider and resolve on the repairs needed to the door of the shed.**

11.1 The repairing of the damaged shed door was raised. Discussion was had over whether the door should be repaired or replaced. The price limit of £100.00 was agreed on.

11.2 Proposed: Charman Second: Cllr Harding. To have the shed door repaired within the limit of £100.00

It was resolved: To have the shed door repaired within the limit of £100.00

**Item 12. To consider and resolve on repairs needed to the external render.**

12.1 The damaged and deteriorating render to the external skin of the village hall was discussed. There was debate as to whether the render could be repaired. Then, whether the repair can be done by village hall volunteers or with hired experts. The cleaning of the skin as long as general weeding would be a task for the proposed work group.

12.2 Proposed: Charman Second: Cllr Harding. To have the working party clean and weed the rendering.

It was resolved: To have the working party clean and weed the rendering.

**Item 13. To consider and resolve on the installation of gravel around the hall building.**

13.1 The installation a gravel moat around the village hall was discussed. The motive behind this was to prevent further damage to the rendering by the mowing of the surrounding grass to the wall.

13.2 Proposed: Charman Second: Cllr Harding. To install the gravel moat.

The proposal was defeated.

13.3 The above would be deferred to later meetings.

**Item 14. To agree the date for the next meeting of Pauntley Parish Council as Sole Trustee of Pauntley Village Hall, proposed for Monday 23 September 2019.**

14.1 It was agreed that the next meeting of the Pauntley Parish Council as the sole Trustee of Pauntley Village Hall would be on Monday 23<sup>rd</sup> September 2019.

**Item 15. To consider any other urgent business (matters can be discussed but no decisions can be made).**

15.1 There was no further business to discuss.

The meeting was ended at approximately 8.20 pm

**Pauntley Parish Council Clerk contact information:**

**Whitecliff house**

**Newland street**

**Coleford**

**GL16 8NB**

**Gloucestershire.**

**Signature of the Chairman:**

**Date:**