

PAUNTLEY PARISH COUNCIL

Parish Councillors are summoned to the Annual Meeting of the Parish Council
as Sole Trustees of Pauntley Village Hall, Brand Green

**At Pauntley Village Hall
On Monday, 15th May at 7pm**

AGENDA

- 1. To elect the Chairman for Pauntley Village Hall Board of Trustees for the period of one year.**
- 2. To elect the Vice-Chairman for Pauntley Village Hall Board of Trustees for the period of one year.**
- 3. To receive and accept apologies for absence.**
- 4. To receive any declarations of interest or written applications for dispensation from Councillors on agenda items.**
- 5. To agree and sign the minutes of the Parish Council meeting held on the 17th April 2023.**
- 6. Open Session**
Designated maximum period of 5 minutes to accommodate members of the public who may wish to raise relevant issues or ask the Parish Council Questions in respect of business itemised on the agenda and shall not speak for more than five minutes.
- 7. To elect a Village Hall Co-ordinator.**
- 8. Reports**
 - a. To receive a report from the Village Hall – Appendix 1
- 9. To note the attendance record of councillors at meetings during 2022-23**
- 10. To review policies and risk assessments**
 - a. Risk Assessment – Appendix 2
 - b. Fire Safety Checklist – Appendix 3
 - c. Health and Safety Policy – Appendix 4
- 11. Finance**
 - a. To note the End of Year Finance report and bank balances.
 - b. To note the May Finance Report and Bank Reconciliation
 - c. To confirm the clerk's delegated authority to make payments between meetings as necessary to maximum £250 per transaction.
 - d. To consider the internal auditor for 2022-23.
 - e. To consider the insurance provision for 2023-24.
 - f. To note the date of renewal of the electricity contract.
 - g. To consider continuing to use the "payments and receipts" accounting method for 2023-24
 - h. To consider any regular payments (DD)
 - i. To consider Lloyds Bank signatories.
 - j. To consider the following invoices for payment:**

• Forest of Dean – Business Rates	£70.40
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 - k. To note payments made between meetings:**

• EDF – Electricity April DD	£ 55.00
• Ansvar – Insurance April DD	£ 69.32
• WaterPlus – Water April DD	£ 14.09
• Expenses – as per approval 17.4.23	£ 33.95

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• Transfer to BB Account	£7700.00
1. To note income received:	
• Hall Hire – pilates	£ 62.50
• Deposit – coffee morning, electric meter, donation	£ 65.00
• Hall Hire – School	£ 18.00
• Deposit – coffee morning and electric	£ 83.00
• Receipt into BB Account	£7700.00

12. To appoint Members to serve on Working Groups.

- a. Village Hall Refurbishment Working Group

13. Correspondence

14. To consider items for the next meeting – no discussion.

15. To note the date of the next meeting as the Annual Parish Meeting on the 22nd May at 7pm and the next ordinary meeting on the 12th June 2023 at 7pm.

Rachel Freestone

Date: 9th May 2023

Rachel Freestone

Parish Clerk – Pauntley Parish Council.