

## PAUNTLEY PARISH COUNCIL

**Parish Councillors are summoned to attend a Meeting of the Parish Council as Sole Trustees of Pauntley Village Hall, Brand Green at Pauntley Village Hall on Monday, 12<sup>th</sup> June at 8pm, for the purpose of transacting the business set out below.**  
**The Public are cordially invited to attend.**

### AGENDA

- 1. To receive and accept apologies for absence.**
- 2. To receive any declarations of interest or written applications for dispensation from Councillors on agenda items.**
- 3. 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.
- 4. To agree and sign the Minutes from the Trustees Annual Meeting held on the 15<sup>th</sup> May 2023.**
- 5. Reports**
  - a. To receive a report from the Village Hall – Appendix 1
  - b. To receive and consider the Village Hall Maintenance Diary and resolve on actions to be taken - Appendix 2
  - c. To consider the 100/50's Club membership and draft rules – Appendix 3 and 4
- 6. To consider the Village Hall Committee and Volunteers.**
- 7. To review policies and risk assessments**
  - a. Risk Assessment – Appendix 5
  - b. Fire Risk Assessment and Hall Capacity – Appendix 6 and 7
- 8. Village Hall Refurbishment**
  - a. To receive an update from the Village Hall Refurbishment Working Party.
- 9. Finance**
  - a. To note the Finance report and bank reconciliation to May 31<sup>st</sup> 2023 - Appendix 8
  - b. To consider the insurance provision for 2023-24.
  - c. To receive an update on Lloyds Bank.
  - d. **To consider the following invoices for payment:**
    - L Harding Expenses £15.25
  - e. **To note payments made between meetings:**
    - EDF – Electricity May DD £55.00
    - Ansvar – Insurance May DD £69.32
    - WaterPlus – Water May DD £17.22
  - f. **To note income received:**
    - Hall Hire – Guides £30.00
    - Hall Hire – Private £54.00
    - Hall Hire – Pilates £50.00
    - Hall Hire £252.00
    - Deposit – coffee morning, electric meter, skittles, fundraising £352.75
    - Deposits Skittles £23.86
    - Forest of Dean District Council £168.00

**10. Correspondence**

**11. Next meeting: To note the date and Agenda Items for the Parish Council Trustees Meeting on the 7<sup>th</sup> August 2023.**

*Rachel Freestone*

**Date: 7<sup>th</sup> June 2023**

**Rachel Freestone**

**Parish Clerk – Pauntley Parish Council.**