

**DRAFT.**

**[091]**

## **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 25<sup>th</sup> November 2019 at 9.05 pm.**

In attendance were:

Cllr Paul Gray (Chairman)

Cllr Lesley Harding

Cllr Anne Rawson

Cllr Nick Fowke

Clerk Jonathan Martin

Before the meeting convened, the Chairman asked the public for any comments. No comments were made.

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

1.1 Apologies were received and accepted for the absences of Deputy Chairman Cllr David Melville and Cllr Christine Philipps.

1.2 Cllr Paul Chapman's absence was accepted due to his circumstances.

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

2.1 No declarations of interest were received, or dispensations made.

### **Item 3. To confirm the minutes of the Pauntley Parish Council as sole Trustee of the Village Hall meeting held on 23 September 2019.**

3.1 Proposed: Cllr Fowke, Second: Cllr Harding. To approve the Pauntley Parish Council as sole Trustee of the Village Hall Committee minutes of 23<sup>rd</sup> September 2019.

It was resolved: To approve the minutes of 23<sup>rd</sup> September 2019 Pauntley Village Council as sole Trustee of the Village Hall Committee minutes.

### **Item 4. Finance:**

#### **Item 4 a). To receive a financial report from the Clerk on the Village Hall's accounts.**

4 a) 1 The Clerk gave a brief report into the finances of the Village Hall, supported by extracts of the Cash book et al for the relevant financial quarters. There was discussion over this with it being generally held that the finances were in good health and good order.

#### **Item 4 b). To receive and resolve on a draft policy document for a fee structure for borrowing Village hall equipment and inter-meeting spending limits.**

4 b). 1 The Clerk described a draft policy structure for the borrowing fees of Village Hall property, this involved high fees in relation to the value and risk of lending the out the items.

4 b). 2 The Clerk further explained that the existing financial regulations would be adequate to authorise payments from Pauntley Parish Council to the Village Hall when necessary.

4 b). 3 Action point. It was agreed that the Clerk would draft a simple contract form for the lending out of Village Hall property.

**Item 4 c). To receive a report from Cllr Harding on past and future booking events.**

4 c). 1 Cllr Harding described the recent and coming bookings for the Village Hall. These were all routine.

4 c). 2 The issue of the maintenance of the film projector equipment was raised. There were no known problems with it, but if the equipment were to breakdown it would disrupt the Village Hall's film night bookings.

4 c). 3 Cllr Harding stated that she would investigate what maintenance work on the projector equipment would involve, as well as the prospect of purchasing replacement and reserve equipment.

**Item 4 d). To consider and resolve a draft budget for 2020-2021.**

4 d). 1 The issue on the uncertainty of the ground's maintenance was brought up. This was due to the groundkeeper's health problems. It was suggested that the Village Hall might purchase its own lawnmower and undertake the work in-house, however this would be expensive. In any event, a significant amount for maintenance would have to be arranged for in the budget.

4 d). 2 The ability to create estimates the incomes from fundraising and film nights is now achievable for the end of the financial year, it was believed that Hall hire would yield approximately £1000.00-£1500.00. It was suggested that more wedding events and a 'pop up' pub could bring in more revenue.

4 d). 3 The prospect of an extension to the Village Hall premises was suggested. This would be to increase the size and capability of the rest rooms as well as improving disabled access to the site. This would require finances far beyond the means of Village Hall, demanding major grants to achieve. However, some of the costs could conceivably be met by a fundraising drive or a donation from charities.

4 d). 4 It was agreed to defer resolution of the new Village Hall budget until the above points had been examined further.

**Item 4 e). To resolve on payment of £124.8 at 6/8/19 to PPL Licensing.**

4 e). 1 Proposed: Cllr Harding, Second: Cllr Fowke. To resolve on payment of £124.8 at 6/8/19 to PPL Licensing.

It was resolved: To make on payment to PPL Licensing.

**Item 4 f). To resolve on payment of £29.81 at 22/7/19, £10.73 at 21/8/19 and £36.13 at 23/9/19 to Opus Energy.**

4 f). 1 Proposed: Cllr Harding, Second: Cllr Fowke. To resolve on payment of £29.81 at 22/7/19, £10.73 at 21/8/19 and £36.13 at 23/9/19 to Opus Energy.

It was resolved: To make on payment to Opus Energy.

**Item 4 g). To resolve on payment of £41.94 at 31/7/19 and £25.98 at 18/10/19 to Water plus.**

4 g). 1 Proposed: Cllr Harding, Second: Cllr Fowke. To resolve on payment of £41.94 at 31/7/19 and £25.98 at 18/10/19 to Water plus.

It was resolved: To make on payment to Water plus.

**Item 4 h). To resolve on payment of £105.00 at 1/10/19 and £99.60 at 4/11/19 to Filmbankmedia.**

4 h). 1 Proposed: Cllr Harding, Second: Cllr Fowke. To resolve on payment of £105.00 at 1/10/19 and £99.60 at 4/11/19 to Filmbankmedia.

It was resolved: To make on payment to Filmbankmedia.

**Item 4 i). To resolve on payment of £27.00 at 3/9/19, 24/9/19, 15/10/19 and 17/11/19 to Debs Dusters.**

4 i). 1 Proposed: Cllr Fowke, Second: Cllr Harding. To resolve on payment of £27.00 at 3/9/19, 24/9/19, 15/10/19 and 17/11/19 to Debs Dusters.

It was resolved: To make on payment to Debs Dusters.

**Item 4 j). To resolve on payment of £12.56 at 15/10/19 to Upleadon Village Hall as a donation for a new Skittles shield.**

4 j). 1 Proposed: Cllr Rawson, Second: Cllr Harding. To resolve on payment of £12.56 at 15/10/19 to Upleadon Village Hall as a donation for a new Skittles shield.

It was resolved: To make payment to Upleadon Village Hall as a donation.

**Item 4 k). To resolve on payment to the Chairman of his maintenance expenses.**

4 k). 1 The claim for expenses was voluntarily set aside by the Chairman.

**Item 4 l). To resolve on payment to Cllr Lesley Harding of expenses of £9.96.**

4 l). 1 Proposed: Cllr Rawson, Second: Cllr Fowke. To resolve on payment to Cllr Lesley Harding of expenses of £9.96.

It was resolved: To make payment to Cllr Lesley Harding of expenses

**Item 5. Maintenance:**

**Item 5 a). To resolve on payment of £326.4 at 28/10/19 to R N Moore Electric for PAT testing and replacement heater.**

5 a). 1 Proposed: Cllr Fowke, Second: Cllr Rawson. To resolve on payment to R N Moore Electric of £326.4 for PAT testing and replacement heater.

It was resolved: To make payment to R N Moore Electric of £326.4

**Item 5 b). To consider and resolve on the potential replacement of the cooker.**

5 b). 1 It was determined that the potential costs of any new cooking equipment would have to be investigated first.

**Item 5 c). To consider and resolve on the potential replacement of the heater(s).**

5 c). 1 It was reported that although the function of a few of the heaters was erratic, all were still functional. There would be no need to install replacements at the moment.

**Item 6. To agree to the date for the next meeting of the Pauntley Parish Council, proposed for Monday 27<sup>th</sup> January 2020.**

6.1 It was agreed that the next meeting of the Pauntley Parish Council as the sole Trustee of Pauntley Village Hall would be on Monday 27<sup>th</sup> January 2020.

**Item 7. Any other business.**

7.1 There was no further business to discuss.

The meeting was ended at approximately 9.45 pm

**Pauntley Parish Council Clerk contact information:**

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**GL16 8NB**

**Gloucestershire.**

**Signature of the Chairman:**

**Date:**