

17/23-24

Pauntley Parish Council Meeting
Minutes of the Parish Council Meeting as Sole Trustee of Pauntley Village Hall
Held on
Monday 11th December 2023
6.30pm in Pauntley Village Hall, Brand Green.

Present: Cllrs P Eastabrook (Chair), M Hargreaves, M Hampton, N Fowke,

In attendance: Rachel Freestone - Clerk

Public: 4

1. To receive and accept apologies for absence:

Cllr C Philipps absent with no apologies. Cllr C Chapman-Hughes had notified a late arrival due to work commitments. District Councillor Philip Burford had notified of a late arrival.

2. To receive any declarations of interest or written applications for dispensation from Councillors on agenda items:

There were none.

3. Open Session:

There was none.

4. To agree and sign the Minutes from the Trustees Meeting held on the 9th October 2023:

Members considered the minutes of the Trustees meeting held on the 9th October 2023. **It was RESOLVED:** to approve the minutes as a true record of the meeting. They were duly signed by the Chair.

5. Reports

All reports had been circulated previously.

a. To receive a report from the Village Hall:

Members noted that the Quiz evening had been successful with the first draw of the 100 club made at the Christmas party. Hall bookings continue to be quiet which is a concern. The intention is to hold Digital Inclusion sessions during the Friday coffee mornings with laptops. Cllr Fowke asked whether it would be beneficial to have a laptop at the Village Hall for the digital sessions as funding may be available. **It was RESOLVED:** to defer to the next meeting pending consideration.

Cllr Eastabrook commented that DeDe Liss would be attending the coffee morning on the 22nd December to talk about Biodiversity and provide advice. **It was RESOLVED:** L Harding to inform residents of her attendance.

b. To receive and consider the Village Hall Maintenance Diary:

Members noted that first aid supplies had been replenished. The annual Fire Appliance testing had been completed and the out of date water extinguisher replaced. Four residents had received fire equipment training. The annual PAT testing had been completed with no items failing.

6. Village Hall Refurbishment:

a. To consider the replacement of the double glazing panes:

Members considered the quote from Shane Howells for the replacement double glazing units. **It was RESOLVED:** to obtain two additional quotes.

b. To consider the solar panels at the Village Hall:

Members noted that two like for like quotes had been obtained for solar panels with a battery. Additionally, an offer had been received from GSM Limited to provide the solar panels free of charge leaving a battery and installation to be paid for. Members queried the reliability of this offer. **It was RESOLVED:** to request a price for a battery and installation from GSM. If viable to request a Letter of Commitment.

18/23-24

- c. To receive an update from the Village Hall Refurbishment Working Party:
Members were informed that two funding applications had been submitted. The Build Back Better Fund for Parish Council lead Petanque Court at the Village Hall and an Awards for All application for replacement AV equipment and acoustic panels. Quotes had been obtained with Chosen River Audio the favoured quote as they had visited the Village Hall, assessed the space and were able to do both items. It was noted that there is a 16 week lead time on responses on the Awards for All grant.
7. **Health and Safety:**
 - a. **To receive a report on Fire appliance testing and fire safety training:**
See Agenda item 5b.
 8. **Maintenance:**
 - a. **To consider the bi-annual deep clean of the Village Hall:**
Members noted that Debs Dusters had completed the deep clean prior to the Christmas events. L Harding reported that there is a leak in the gents toilets when it's raining. **It was RESOLVED:** investigate the source of the leak.
 9. **Village Hall Land**
 - a. **To receive an update on the sale of land at the Village Hall:**
Cllr Eastabrook reported that he had met Gavin Loynes on site. **It was RESOLVED:** Cllr Eastabrook to meet with the local resident informally to share the valuation and then progress depending on the response. A member commented that any land sale would create parking issues at larger events.
 - b. **To receive an update on the fencing around the boundary of the Village Hall:**
Cllr Hargreaves reported that an offer had been received to replace the hedging around the Village Hall boundary with posts and wire fencing. The timing of the work would be based on the weather and work commitments. Members of the Parish Council and Village Hall Committee appreciate this offer as it will be a vast improvement. Cllr Eastabrook added that the intention is to ask DeDe Liss for her opinion on planting around the boundary.
 - c. **To consider the trees at the Village Hall:**
L Harding reported that National Grid have taken out the centre of the tree by the entrance to the Village Hall whilst cutting back from the overhead wires and left it in a poor state. J&L tree surgeon have quoted to reduce and trim back but have warned that the work may kill the tree. They have confirmed that the road wouldn't need to be closed to complete remedial work. **It was RESOLVED:** Cllr Hargreaves to get a second opinion on the health of the tree. Two further quotes would be required for any remedial work.
 10. **Finance**
 - a. **To note the Finance report and bank reconciliation to November 30th 2023:**
The bank balance as of the 30th November 2023 Noted as £26259.66 with £720 earmarked as 100 club prizes.
 - b. **To note the Awards for All grant request for AV equipment and panels:**
Agenda item 6c.
 - c. **To consider the Forest of Dean Shared Prosperity Fund and agree any actions:**
L Harding reported that a proviso of the grant is match funding to the value of 20% of the total. The funding allocation for 2024/25 pot is greater than is currently. In theory the solar panels could be asked for. **It was RESOLVED:** Defer to the next meeting and to seek guidance on the VAT position for a Parish Council claiming VAT back on Village Hall.

7.15pm Cllr C Chapman – Hughes arrived.

 - d. **To receive an update on the 100 Club draw held on the 9th December, 2023:**
Members noted that the first draw had been completed at the Christmas party. **It was RESOLVED:** L Harding to contact the three winners for their account details. The clerk to arrange the transfer of their prize totals.

19/23-24

e. **To consider the following invoices for payment:**

It was RESOLVED: to approve the following invoice for payment:

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| • Village Hall Committee Expenses | First Aid | £11.65 |
| | Kitchen Hatch Repairs | £16.00 |
| | Safe for the Kitchen | £24.74 |

The clerk requested that two invoices received following the Agenda be considered.

It was RESOLVED: to approve the following invoices for payment:

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|---|---------|
| • Dene Magna Advisory Fire Protection Engineers | £165.60 |
| • Debs Dusters | £100.00 |

f. **To ratify payments made between meetings:**

It was RESOLVED: to ratify the following payments:

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| • EDF – Electricity October DD | £55.00 |
| • EDF – Electricity November DD | £55.00 |
| • WaterPlus – Water October DD | £20.29 |
| • Waterplus – Water November DD | £20.76 |
| • Ansvar Insurance October DD | £69.82 |
| • Ansvar Insurance November DD | £69.82 |
| • Film night film licence | £104.40 |
| • Transfer to BB Account 28.11.23 | £3000.00 |

g. **To note income received:**

It was RESOLVED: to note the following income:

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| • Hall Hire – Pilates | £87.50 |
| • Hall Hire – Pauntley School friends | £18.00 |
| • Hall Hire –private | £ 36.00 |
| • Fundraising | £269.41 |
| • Donations | £15 |
| • Deposits Coffee Morning | £195.40 |
| • Electricity | £43.00 |
| • Skittles | £83.28 |
| • Filmnight | £233.44 |

11. Correspondence:

There was none.

12. The next meeting of the Parish Council as Sole Trustee of the Village Hall will be held on the 12th February 2024 at 6.30pm.

Signed.....*Paul Eastabrook* Dated.....12th February 2024.....

Chair

Meeting Closed 7.23pm