

PAUNTLEY PARISH COUNCIL Parish Councillors are summoned to attend:
**Annual General Meeting of the Parish Council as Sole Trustees of
Pauntley Village Hall**

(Charity Number 301598)

Pauntley Village Hall on Monday 12th May 2025 at 6.30pm,

for the purpose of transacting the business set out below.

The Public are cordially invited to attend.

AGENDA

- 1. To elect a Chairman for 2025-26.**
- 2. To elect a Vice-Chairman for 2025-26.**
- 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. 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.
- 6. To agree and sign the Minutes from the Trustees Meeting held on the 14th April 2025.**
- 7. To note the Attendance record of Councillors at Meetings 2024-25.** Appendix 1
- 8. Village Hall Committee:**
 - a. To nominate and approve three members from the public to sit on the Village Hall Committee. Three councillor members will be elected at the Parish Council Annual Meeting to be held at 7.30pm.
- 9. To appoint members to serve on the Refurbishment Working Group.**
- 10. Village Hall Committee Report:**
 - a. To note the Village Hall Report circulated previously – Appendix 2
- 11. Village Hall Maintenance:**
 - a. To receive an update on the Smart Meter.
- 12. Village Hall Health and Safety:**
 - a. To consider any matters arising.
- 13. Village Hall Grounds Maintenance:**
 - a. To note the drain blockage and subsequent work by HS Drains to clear.
 - b. To consider any matters arising.
- 14. Village Hall Refurbishment**
 - a. To receive a progress report from the Village Hall Refurbishment Working Party and consider any actions.
- 15. Finance**
 - a. To note the Bank Reconciliation and Bank Statements from 1st April to April 30th 2025 – Appendix 3.
 - b. To confirm the Clerk's delegated authority to make payments between meetings as necessary.
 - c. To consider a competent internal auditor for 2024-25 and 2025-26.
 - d. To consider continuing to use the 'payments and receipts' accounting method for 2025-26.
 - e. To consider and approve the Lloyds Bank Signatories.

Agenda - Meeting of the Parish Council as Sole Trustees of Pauntley Village Hall 12th May 2025

- f. To consider and approve the schedule of regular payments (DD) for 2025-26.
- g. To note that the Electricity Direct Debit is to be held at £81.
- h. To consider the Insurance provision for 2025-26.
- i. To consider the funding of shared costs with the Parish Council including Hall Hire and staff costs and agree actions.
- j. **To consider the following invoices for payment:**
 - FoDDC Business Rates To be clarified
- k. **To ratify payments made between meetings:**
 - 100 Club Prizes £171.00
 - A Kingaby Kitchen paint £300
 - To Parish Council for unused APM refreshments £7
 - HS Drain Services £180.00
- l. **To ratify regular payments made between meetings:**
 - EDF – April DD £81.00
 - WaterPlus – April DD £18.85
 - Ansvar Insurance – April DD £72.58
- m. **To note income received:**
 - Hall Hire £225
 - Deposits Coffee Morning £95
 - Quiz night £284.10
 - Bank interest £15.18
- n. **To note virements between accounts:**
 - There was none.

16. Correspondence:

There is none

17. Next meeting: To note Agenda Items for the Parish Council Trustees Ordinary Meeting on July 14th 2025, 6.30pm.

Rachel Freestone

Date: 7th May 2025

Rachel Freestone

Parish Clerk – Pauntley Parish Council.