

04/25-26

PAUNTLEY PARISH COUNCIL

**Minutes of the Parish Council Annual General Meeting as
Sole Trustees of Pauntley Village Hall (Charity Number 301598)
Held on Monday 12th May 2025, 6.30pm Pauntley Village Hall.**

Present: Cllrs P Eastabrook (in the Chair); M Hampton; M Hargreaves; C Philipps; P Kucharski; J Barratt.

In attendance: Rachel Freestone - Clerk

Public: 8

1. To elect a Chairman for 2025-26:

Cllr Eastabrook requested nominations for the position of Chair of the Pauntley Parish Council as Sole Trustee meetings. Cllr Eastabrook was proposed, seconded and duly elected.

2. To elect a Vice-Chairman for 2025-26.

Cllr Eastabrook requested nominations for the position of Vice-Chair. **It was RESOLVED:** no member came forward and it was agreed to have no Vice-Chair in 2025/26.

3. To receive and accept apologies for absence:

There were none.

6.40pm Cllr Fowke arrived.

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

There were none.

5. Open Session:

Will the Parish Council still be the Sole Trustee? Yes, currently they are.

6. Minutes. Members considered the minutes from the Trustees Meeting held on the 14th April 2025. **It was RESOLVED:** to approve the minutes as a true record of the meeting. They were duly signed by the Chair.

7. Members NOTED the Attendance record of Councillors at Meetings 2024-25.

8. Village Hall Committee:

- a. Members considered three members from the public to sit on the Village Hall Committee NOTING that three councillor members will be elected at the Parish Council Annual Meeting to be held at 7.30pm. **It was RESOLVED:** defer to the next meeting pending clarification at the parish council meeting. It was agreed for the volunteers to remain as are until the meeting in July 2025.

18.43 Philip Burford arrived

9. To appoint members to serve on the Refurbishment Working Group: It was RESOLVED: Cllr Mark Hargreaves and Lesley Harding to remain in this position.

10. Village Hall Committee Report:

- a. Members NOTED the Village Hall Report. Cllr Kucharski commented on the key items. The Village Hall have been charging the Parish Council for both their own and the sole trustee meetings and the committee would like to put forward that only charge a hire fee for the parish council meeting. **It was RESOLVED:** £9 charge to the parish council for the meeting fees. The Village Hall Committee propose that the VH can contribute up to 1 hour per week salary for any of their statutory duties completed by the clerk. **It was RESOLVED:** the Clerk to monitor the completed number of hours for the Village Hall and to check how best to claim for any hours completed.

05/25-26

Hiring charges. The current rates to remain the same as want to attract additional hirers so do not want to increase the fees.

The water heater in the ladies toilets is broken, is there a point in replacing prior to the refurbishment? **It was RESOLVED:** necessary and to get quotes.

The old marquee was owned by the parish council but used by the Village Hall. Can the VH have the surplus insurance funds? **It was RESOLVED:** Clerk to investigate the Welcome Back Fund grant received in 2021 and the grant rules that applied.

There is now a weekly cleaning rota.

The VE Day80 commemorations were fantastic and raised £245.27 for Help for Heroes.

11. Village Hall Maintenance:

- a. Members were informed that EDF have been contacted again with regards to a Smart Meter and they will contact to arrange an appointment once they have engineers in the area. They have an alternative contact number should the Clerk be on annual leave.

Cllr Kucharski clarified that the blockage to the drain in the middle of the lawn at the back was caused by compacted soil. HS Drains cleared the blockage.

12. Village Hall Health and Safety:

- a. To consider any matters arising: There are none to report.

13. Village Hall Grounds Maintenance:

- a. Members NOTED the drain blockage and subsequent work by HS Drains to clear as addressed in Agenda item 11.
- b. To consider any matters arising: No other matters arising.

14. Village Hall Refurbishment

- a. Members received a progress report from Lesley Harding. They are looking for grants currently. Need to have a Safeguarding Policy for some grants. **It was RESOLVED:** Cllr Kucharski to create a draft Safeguarding Policy and present at the next meeting in July.

Cllr Kucharski informed members that Pauntley Real Ale would like to fund the external electrics, adding external lights at the back where the new terrace is proposed. *Member asked if planning permission required for additional lighting and the possible impact on neighbouring properties?* The lighting would need to be sympathetic and the electrician will be asked for advice. Cllr Kucharski added that an additional power supply outside would be helpful for events. There is also no lighting in the sheds, can we get some battery powered lighting for them? **It was RESOLVED:** Cllr Hargreaves to approach BJ Cowles for quotes for external electrics and advice regarding planning. Add to the next agenda.

District Cllr Burford added that if it was a new application would have to prove that the external lighting would not affect bats. The matter would need to be raised with Planning and Ecology ahead of any purchase. Member asked if that is for all lighting? Would we need to tell them the type of lighting? Portable, non-fixed lights at events would not need planning approval.

District Cllr Burford asked about the toilet refurbishment and what was the quoted cost? Approx £45000 to include new accessible toilets etc. The National Lottery Heritage Fund or the National Lottery Community Fund may be worth looking at.

15. Finance

- a. Members NOTED the Bank Reconciliation and Bank Statements with balances of £838.72 and £18487.57 on the April 30th 2025. Cllr Philipps as a non-bank signatory duly signed the bank reconciliation, statement, invoices as a true record.
- b. **It was RESOLVED:** the Clerk's delegated authority to make payments between meetings as necessary was confirmed.
- c. **It was RESOLVED:** to defer the competent internal auditor to the next meeting pending confirmation from a local accountant.
- d. **It was RESOLVED:** To continue to use the 'payments and receipts' accounting method for 2025-26.
- e. Members considered the Lloyds Bank Signatories. **It was RESOLVED:** to continue with Cllrs Eastbrook, Hargreaves and Hampton.
- f. **It was RESOLVED:** to approve the schedule of regular payments (DD) for 2025-26.

Approved minutes - Meeting of the Parish Council as Sole Trustee of Pauntley Village Hall 12th May 2025

06/25-26

- g. Members NOTED that the EDF Electricity Direct Debit is to be held at £81.
- h. Members NOTED that the Insurance provision for 2025-26 is due for renewal in July and will be considered on receipt of quotes in June.
- i. Members considered the funding of shared costs with the Parish Council including Hall Hire and staff costs. See Agenda item 10a.
- j. **It was RESOLVED: To approve the following invoice for payment:**
- FoDDC Business Rates £164.67
- It was RESOLVED:** to pay this invoice in one tranche rather than the 3 stated by the FoDDC.
- k. **It was RESOLVED: To ratify the following 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. **It was RESOLVED: To ratify the following regular payments made between meetings:**
- EDF – April DD £81.00
 - WaterPlus – April DD £18.85
 - Ansvar Insurance – April DD £72.58
- m. **Members NOTED the income received:**
- Hall Hire £225
 - Deposits Coffee Morning £95
 - Quiz night £284.10
 - Bank interest £15.18
- n. **Members NOTED no virements between accounts:**

A member asked if able to receive permission to have a bonfire to get rid of all the conifer that has been trimmed? A member of the public offered to remove it, he was thanked and the offer was accepted. The pear tree has been stripped of all the ivy by a local resident and this was also thanked. The same local resident was given permission to trim the hedge near their property if needed.

16. Correspondence:

There is none

- 17. Next meeting:** Members NOTED the next ordinary meeting of Pauntley Parish Council Trustee of the Village Hall is scheduled for July 14th 2025, 6.30pm.

Signed.....*P Eastabrook*..... Date.....*14.07.2025*.....

Chair

The meeting closed at 19.30