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**PAUNTLEY PARISH COUNCIL**  
**Minutes of the Parish Council Meeting**  
**as Sole Trustees of Pauntley Village Hall (Charity Number 301598)**  
**Held on Monday 14<sup>th</sup> July 2025, 6.30pm in Pauntley Village Hall**

**Present:** Cllrs P Eastabrook; N Fowke; P Kucharski; J Barratt

**In attendance:** Rachel Freestone - Clerk

**Public:** 9

**1. To receive and accept apologies for absence.**

Apologies had been received and accepted from County Cllr Moseley and District Cllr Williams. Cllr Hampton and District Cllr Burford have informed they will be late.

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

There were none.

**3. Open Session:**

A member of the public commented that they had visited a café recently and the venue had converted shipping containers into public conveniences. Could they be considered here? They cost approx. £14000 each already fitted. Would have to ask whether planning permission is required. It was agreed to look into these.

A member of the public reminded that the PCSO is visiting during the coffee morning on the 18<sup>th</sup> July but there will also be a lady in attendance who is able to provide information on potential grants.

**4. Members considered the minutes from the Trustees Meeting held on the 12<sup>th</sup> May 2025. It was RESOLVED:** to approve the minutes as a true record of the meeting. They were duly signed by the Chair.

**5. Village Hall Committee:**

a. The Village Hall Committee informed members that they had nominated and approved two members of the public onto the committee as currently only two parish councillors on the Working Group.

**6. Village Hall Bookings Officer:**

a. Members NOTED that Rachel Robbins is the new Bookings Officer, taking over from Annie Gray. Thanks were given to Annie for all her help and Rachel was welcomed.

**7. Village Hall Committee Report:**

a. Members NOTED the Village Hall Report (previously circulated). The committee had discussed whether they would like to continue with the Parish Council as Sole Trustee or move away. It had been agreed that they would like to continue with the current framework.

A baby change unit had been requested by Pauntley Play, it is now in situ and has been used.

A donation of £700 has been received from the Pauntley Real Ale Festival which will cover the cost of the outside electrical work. BJ Cowles have sent a quote. **It was RESOLVED:** the Committee to ask BJ Cowles if the work can be done prior to the 16<sup>th</sup> August.

Members noted that Rodney Gosling and Tony Barratt had cut back the conifers, members thanked them for all their help.

**8. Village Hall Maintenance:**

a. It was confirmed that EDF have not been in contact with regards to the smart meter. **It was RESOLVED:** the Clerk to chase EDF again.

b. Members were informed that the water heater in the ladies toilets had been fixed at no cost. **It was RESOLVED:** to ask BJ Cowles to check the thermostat when they attend for the outside lighting.

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**9. Village Hall Health and Safety:**

- a. To consider any matters arising. There were none.

**10. Village Hall Grounds Maintenance:**

- a. Members NOTED the successful application for a bicycle rack. A member of the Village Hall Committee informed members that the hardstanding will be in situ within the next couple of days ready for the arrival of the bike rack. They were thanked.
- b. Members considered payment of the Grounds Maintenance contract. **It was RESOLVED:** to approve for Property Owners Management Services to invoice the Village Hall for the monthly grounds maintenance contract with the first three months of the grounds service now due.

**11. Village Hall Refurbishment**

- a. Members received a progress report from the Village Hall Refurbishment Working Party (VHRWP). A report had been circulated previously. Attached as Appendix 1.  
The funding of the refurbishment project was considered. Members heard that the application for a grant for the outside area had not been approved. The VHRWP recommend that now look at the refurbishment of the toilets. They requested that a figure be earmarked in the budget for the refurbishment project for the instance that any grants require match funding. The shipping containers will be considered for comparison. **It was RESOLVED:** to defer the approval of an earmarked fund until this item has been discussed at the next Committee Meeting on the 1<sup>st</sup> September.  
A member asked that the VH Committee be appraised of what the Refurbishment Working Party are working on as there are people that would like to be involved/consulted. A member responded that any questions from the public can be raised at the public meetings. **It was RESOLVED:** The VHRWP to provide an update for the VH Committee to address at their meetings.

**12. Finance**

- a. Members NOTED the Bank Reconciliation and Bank Statements from 1<sup>st</sup> May to June 30<sup>th</sup> 2025 with a total balance of £21028.95. A member commented that the insurance for 2025/26 has been paid upfront rather than by DD with a saving of £172.83.
- b. Members NOTED the change in the Lloyds Bank Signatories with the addition of Cllr Barratt following the resignation of Cllr Hargreaves.
- c. Members NOTED the appointment of Duncan Woodger as internal auditor for 2024/25. There will be no cost for this service and he was thanked.
- d. Members NOTED the Insurance provision for 2025-26 as having been awarded to Zurich Municipal via Community First Brokers for a cost of £553.08. This is a 3 year LTA.
- e. Members NOTED that the May Direct Debit payment to Ansvar Insurance was the last.
- f. Members NOTED the donation of the June 100 Club second prize back to the Village Hall.
- g. It was NOTED that there were no invoices for payment.
- h. **It was RESOLVED:** To ratify the following payments made between meetings:
- |                                    |         |
|------------------------------------|---------|
| • 100 Club Prizes                  | £119.70 |
| • Community First Insurance        | £553.08 |
| • Cllr expenses – Baby Change unit | £40.38  |
- i. **It was RESOLVED:** To ratify the following regular payments made between meetings:
- |                               |         |
|-------------------------------|---------|
| • EDF – May and June DD       | £162.00 |
| • WaterPlus – May and June DD | £38.86  |
| • Ansvar Insurance – May DD   | £72.58  |
- j. **Members NOTED the income received:**
- |  |          |
|--|----------|
| • Coffee Morning 14 <sup>th</sup> April 2025 | £130     |
| • Hall Hire                                  | £286.50  |
| • Deposits Coffee Morning                    | £222.00  |
| • Hall Hire FoDDC Election                   | £150.00  |
| • Donation                                   | £175.00  |
| • Skittles                                   | £112.00  |
| • VAT refund                                 | £1883.45 |

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- Bank interest £24.98
- k. **Members NOTED the following virement between accounts:**
- Current to Savings £2000

**13. Events:**

- a. Members NOTED that PCSO Reuben Croft will attend the coffee morning on 18<sup>th</sup> July 2025 between 10am-12pm. A member commented that he would like to discuss fast traffic in the area, doorstep and phone scams. Recent break-ins.

**14. Correspondence:**

There is none

- 15. Next meeting:** Members NOTED that the next Parish Council Trustees Ordinary Meeting will be held on September 8<sup>th</sup> 2025 at 6.30pm. Agenda items to include the Refurbishment and Earmarked Reserve.

Signed...*Paul Eastabrook* ..... Date.....08.09.2025.....

Chair

The meeting closed at 19.27

### **Appendix 1 – Village Hall Refurbishment Working Group**

Mark and I recently met to discuss the next steps in our refurbishment plans for the hall. Unfortunately, we were not successful in our application for funding for the patio and other external work. This outcome was somewhat expected since only three projects were selected for funding nationwide. Nonetheless, the application process was straightforward, making it worthwhile, and we now have the submission details to reference for any future applications.

We believe it's time to focus on the major refurbishment project: the toilets. We were previously waiting for the National Lottery funding streams to reopen after they revised their funding programs, which have now been finalised. As we discussed, the funding situation is quite limited at the moment, and we have agreed to break down the project into smaller segments to improve our chances of securing funding.

Currently, we have a few options, especially for the toilet refurbishment, which is estimated to cost around £40,000. We have considered applying for several smaller grants to piece together the total; these typically involve simpler application processes. However, we believe our best strategy is to first apply to the National Lottery Reaching Communities Programme, as this will allow us to request a significant amount of the cost in a single application. Although meeting the program's stringent criteria will be challenging—since most funders focus on benefits to disadvantaged groups—we aim to highlight the positive impacts on the community, particularly for older adults, individuals with accessibility needs, and families with young children.

The application process is lengthy, and if we can successfully navigate the initial stages, we will have the chance to provide more detailed information and ramp up our responses. If we are not successful with this main application, we will then consider seeking smaller grants to make up the total cost from multiple funding sources, although this is not our preferred route. This will involve multiple applications and we will need to win a few to make up the total cost.

While match funding is not a strict requirement, demonstrating that we have raised funds ourselves will strengthen our application and show community support. The 100 Club funds, designated for refurbishment, currently amount to £1,404 (£720 from last year and £684 from the current year), with an additional £684 expected in the upcoming year beginning in September, totaling £2,088. It would be beneficial to commit an extra £6,000 from the refurbishment funds we have on hand, bringing the total to £8,088 for the project. This refurbishment is our top priority and will greatly improve the experience for hall users. Its successful completion would also serve as a visible accomplishment for us, which could springboard us nicely onto the other potential projects on the list.

We kindly ask that the allocation of supporting funds for these grant applications be included as an agenda item for resolution at our next Trustee meeting on July 14th, as we are eager to make progress with this particular application.

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