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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 18<sup>th</sup> May, 8pm in Pauntley Village Hall**

**Present:** Cllrs A Robbins (in the Chair); P Eastabrook; N Fowke; J Barratt; P Kucharski

**In attendance:** Rachel Freestone – Parish Clerk

**Public:** 1

1. **To elect a Chairman for 2026-27:** Cllr Eastabrook requested nominations for the position of Chair of the Pauntley Parish Council as Sole Trustee meetings. As Parish Council chair; Cllr Robbins was proposed, seconded and duly elected.
2. **To elect a Vice-Chairman for 2026-27:** Cllr Robbins requested nominations for the position of Vice-Chair. Cllr Eastabrook was proposed, seconded and duly elected.
3. **To receive and accept apologies for absence:**  
Apologies had been received and accepted from Village Hall Committee members Andrew Stewart and Clare Woodger.
4. **To receive any declarations of interest or written applications for dispensation from Councillors on agenda items.**  
There was none.
5. **Open Session:**  
There was none.
6. **Minutes:** Members considered the minutes from the Trustees Meeting held on the 9<sup>th</sup> March 2026. **It was RESOLVED:** to approve the minutes as a true record of the meeting. They were duly signed by Cllr Eastabrook as the retiring Chair of this meeting.
7. Members NOTED the Attendance record of Councillors at Meetings 2025-26 with no amendments.
8. **Village Hall Committee:**
  - a. To nominate and approve two members from the public to sit on the Village Hall Committee: Cllr Kucharski informed members that both Andrew Stewart and Clare Woodger had agreed to be nominated. They were both proposed, seconded and duly elected. They were thanked for all their hard work.
9. **Village Hall Committee Report:**
  - a. Village Hall Report circulated previously. Cllr Kucharski informed that not much to add following the full report provided at the Annual Parish meeting. They have an EOY net profit of approx. £3800 from fundraising. Refurbishment of the toilets will be planned for the August holiday. The wish to install a Hearing Loop which cost approx. £1500. **It was RESOLVED:** Clerk to email County Cllr Gill Moseley to express interest and her support for her Community Fund.
10. **Village Hall Health and Safety:**
  - a. Health and Safety Policy for 2026-27. Cllr Kucharski had provided an updated Health and Safety Policy prior to the meeting. **It was RESOLVED:** to approve the policy with the proposed amendments.
  - b. Safeguarding Policy for 2026-27. **It was RESOLVED:** to approve with no amendments.
11. **Village Hall Grounds Maintenance:**
  - a. Village Hall hedge: Cllr Kucharski asked members if the protective covers on the boundary hedgerow could be removed as they are unsightly? Cllr Eastabrook explained that it may be premature to remove

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them now, safer to leave until 2027/28. Cllr Kucharski asked whose responsibility is it to remove them? It would be the Village Hall Committee's responsibility. It may be possible to sell the stakes after.

## 12. Finance

- a. Members NOTED the EOY Bank Reconciliation and Bank Statements with a total balance of £22625.23 on the 31<sup>st</sup> March 2026. Cllr Robbins as a non-bank signatory duly signed the bank reconciliation and statement as a true record.
- b. Members NOTED the Bank Reconciliation and Bank Statements from 1<sup>st</sup> March to April 30<sup>th</sup> 2026 with balances of £2157.15 and £20505.16. Cllr Robbins as a non bank signatory duly signed the bank reconciliation statement and invoices as a true record.
- c. Members NOTED the Bank Reconciliation and Bank Statements with balances of £838.72 and £18487.57 on the April 30<sup>th</sup> 2025. Cllr Robbins as a non-bank signatory duly signed the bank reconciliation, statement, invoices as a true record.
- d. **It was RESOLVED:** To confirm the Clerk's delegated authority to make payments between meetings as necessary.
- e. Members NOTED the 25/26 VAT126 claim for £376.20.
- f. Members considered the management of the Petty Cash account. **It was RESOLVED:** small cash reimbursements of expenses at events to be permitted with due noting and invoices. BACS to be used to reimburse expenses as much as possible.
- g. Members NOTED Duncan Woodger has agreed to audit the accounts for 2025-26. He was thanked.
- h. **It was RESOLVED:** To continue to use the 'payments and receipts' accounting method for 2026-27.
- i. Members considered the Co-op Bank Signatories. **It was RESOLVED:** Cllrs Eastabrook, Barratt and Kucharski. The Clerk to contact Co-op to check dual approval set up.
- j. **It was RESOLVED:** To approve the schedule of regular payments (DD) for 2026-27.
- k. Members NOTED that the Insurance will be year 2 of a LTA from 12<sup>th</sup> July and that bouncy castle cover has been added.
- l. **It was RESOLVED:** To approve the following invoice for payment:
 

• Property Owners	Grounds Maintenance	£200
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- m. **It was RESOLVED:** To ratify the following payments made between meetings:
 

• FoDDC Business rates	£250.88
• Volunteer Expenses – kettle	£14.99net/£17.99gross
• Community First Insurance – Bouncy Castle insurance	£49.00
• Filmbank	£89net/£106.80 gross
• BJ Cowles – Light	£38net/£45.60gross
• Cllr Expenses – Bingo	£30.12net/£36.16gross
• 100 Club prizes	£159.00
- n. **It was RESOLVED:** To ratify the regular payments made between meetings:
 

• EDF – March and April DD	£124.52
• WaterPlus – March and April DD	£58.98
- o. **Members NOTED the income received:**

• Hall Hire	£162.50
• Huntley Film festival	£321.78
• Film Night fundraising)	£583.75 (302.80 of this is
• Skittles	£247.76
• Deposits Coffee Morning	£207
• Bank interest	£11.24
- p. **Members NOTED the virements between accounts:**

• To Co-op	£20500.00
• Lloyds trf to co-op closing balance	£735.30

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**13. Correspondence:** There was none.

**14. Next meeting:** Members NOTED that the next Parish Council Trustees Ordinary Meeting will be on July 13<sup>th</sup>, 6.30pm in the Village Hall.

Signed:..... Date:.....

**Chair**

**The Meeting closed at 8.30pm.**

DRAFT