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**Meeting of Longdon, Queenhill and Holdfast Parish Council  
as Sole Trustee of Longdon Village Hall (registered charity number 1026177)  
at 6:30PM on Monday 6<sup>th</sup> November 2023 at Longdon Village Hall, GL20 6AZ**

### **Minutes 11/2023ST**

**Present:** Trish Mullins (Chair), Jim Unwin, Neil Gray, Kate Cook

**In attendance:** David Hunter-Miller (Clerk), Elaine Bevan-Smith (Village Hall Chair), Dave Mullins (Village Hall), Deb Gray (Village Hall), Katie Jobling (Village Hall), two members of the public

#### **1. Apologies for absence: To receive apologies and to approve reasons for absence**

Apologies were noted from Hugh Davey.

#### **2. Declarations of personal and prejudicial interest**

- 2.1. Register of Interests: With reference to items on the agenda councillors are reminded of their responsibility to declare interests and to update their register of interests as required.**

Noted.

- 2.2. Disclosable Pecuniary Interests: To declare any Disclosable Pecuniary Interests in items on the agenda and their nature.**

Nil declared.

- 2.3. Other Disclosable Interests: To declare any Other Disclosable Interests in items on the agenda and their nature.**

Nil declared.

- 2.4. Dispensations: To consider any written dispensations from councillors who have declared an interest but wish to stay in the meeting during that time to aid discussion / speak / vote.**

Nil received.

#### **3. Open Session**

*The meeting was adjourned for the open session.*

##### **3.1. Village Hall Committee**

Elaine Bevan-Smith provided a report as follows:

- Regular and one-off events were going well.
- There had been renewed interest in hiring the hall following Covid.
- A number of volunteers had come forward to undertake improvements at the hall, including fitting new curtains.

Dave Mullins provided an update on maintenance and health and safety matters as follows:

- No health and safety incidents since last meeting.

- Failed fire safety lamps identified through electrical testing have been replaced; five new emergency lights and 2x5foot LED battens at £444.00 including VAT.
- Risk assessments to be completed for the Christmas Fayre and Wreath Making events.

### **3.2. Public participation**

No questions were received.

*The meeting resumed following the open session.*

## **4. To consider and adopt the minutes from the Sole Trustee meeting on the 4<sup>th</sup> September 2023**

It was RESOLVED to adopt the minutes as a true record and they were duly signed by the Chair.

## **5. Progress reports**

### **5.1. Review of Sole Trustee management arrangements**

It was noted that the Clerk was arranging a meeting with Community First to get advice on the Sole Trustee management arrangements and possible alternative management structures.

### **5.2. Update on VAT arrangements**

It was RESOLVED to forward a copy of all invoices where VAT had been incurred to the Clerk to review if VAT could be reclaimed from HMRC. Any future invoices where VAT would be incurred would be discussed with the Clerk before costs were incurred.

## **6. Discussion and updates:**

### **6.1. To approve purchase of a letter box**

It was RESOLVED to approve the purchase of a letter box for the Village Hall (large enough to accommodate A4 envelopes) up to £60.00 with arrangements to be made under the Clerk's delegated authority.

### **6.2. To consider quotes for a replacement boiler**

Advice had been received for upgrading the heating at the village hall.

- It was noted that an LPG installation might be less expensive but could have higher overall running costs.
- Infrared heating installations were too expensive.
- Air/ground source pumps had been investigated but were not considered suitable.
- A Bernard Sunley grant scheme had been considered but was for larger projects (£10k or more).

Three quotes had been received for a replacement oil boiler:

- Quote one - £4,340.00 plus VAT and relocating the existing oil tank at £1,700.00 plus VAT.
- Quote two - £4,616.00 plus VAT (suggested keeping tank in current locations and undertaking risk assessment).
- Quote three - £5,000.00 plus VAT.

It was noted that a grant application had been submitted under the LocalGiving grant scheme to cover the total amount, with a deadline of 10<sup>th</sup> November 2023.

It was RESOLVED to defer further discussion until the grant application had been determined.

### **6.3. To consider arrangements for the Village Hall Annual General Meeting**

An agenda was circulated for the Village Hall AGM at 6:30PM on Monday 20<sup>th</sup> November 2023.

It was considered that in future the AGM might be coordinated to coincide with the Annual Parish Meetings.

## **7. Finance**

### **7.1. To receive an update on the Village Hall accounts**

Deb Gray and Katie Jobling provided an update as follows:

- Online banking now in place with instant access to bank statements.
- Authorisation for all expenditure requires two signatories to proceed.
- Cash float identified and accounted for.
- The new cash book maintains a record of all bank and cash transactions and year end accounts (2022-23) have been produced.
- Forecasting function set up and to be developed in 2023-24.
- Katie Jobling has signed off the accounts as reviewed in her professional role as a chartered accountant, however she cannot audit these accounts.
- A finance policy is in development.

### **7.2. To consider and approve the 2022-23 end of year accounts and bank reconciliation**

It was RESOLVED to approve the 2023-23 end of year accounts and bank reconciliation. The Clerk would make arrangements to submit the Charity Commission Annual Return accordingly.

The Clerk would make enquiries to determine the internal audit requirements for the Village Hall accounts.

## **8. Councillors' reports and items for the next agenda**

Sincere thanks were extended to the Village Hall Committee and volunteers that had worked so hard on improving the hall.

## **9. Date of the next meeting**

The next scheduled meeting is at 6:30PM on Monday 8<sup>th</sup> January 2024.

*The meeting closed at 7:30PM.*

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Signed by Chairman:

Dated:

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David Hunter-Miller  
Clerk and RFO