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Extraordinary meeting of Longdon, Queenhill and Holdfast Parish Council as Sole Trustee of Longdon Village Hall (registered charity number 1026177) at 7:00PM on Monday 11th December 2023 at Longdon Village Hall, GL20 6AZ

Minutes 12E/2023ST

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

In attendance: David Hunter-Miller (Clerk), Deb Gray (Village Hall), Dave Mullins (Village Hall)

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

Apologies were noted from Phil Jones and Nick Radford.

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 Interests: To declare any Other Registerable Interests or Non-Registerable 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. Public participation

No members of the public present.

The meeting resumed following the open session.

4. To consider and adopt the minutes from the Sole Trustee meeting on the 6th November 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. Letter box purchase

It was noted that a letter box had been purchased by the Parish Council and would be fitted shortly.

5.2. National Grid Community Matters grant application

A grant application to National Grid for £5,000.00 to cover costs associated with a replacement boiler had been successful and funds had been paid into the Village Hall account.

The application was to 'improve energy efficiency in a community building used as a warm space' and it proposed to 'open the hall as warm space for lunch clubs for elderly and vulnerable residents'.

To comply with due diligence and monitoring:

- Warm space event(s) to be organised
- Quote and photographs to be uploaded to Local Giving (administers scheme)
- Participant feedback via questionnaire
- Funds to be spent by 31st March 2024 and recorded as restricted funds in annual accounts

6. Matters for discussion or decision

6.1. To consider quotes for a replacement boiler and fuel tank

Three quotations had been received for replacement of the boiler as follows:

- Quote one - £4,400.00 +VAT
- Quote two - £4,616.00 +VAT
- Quote three - £5,000.00 +VAT

It was RESOLVED to accept 'quote one' from Quattro Heating at £4,400.00 (+VAT) covering the replacement of the boiler. Arrangements would be made to undertake the work as soon as possible.

Quotations were also received to relocate the oil tank due to ongoing maintenance issues and because it was considered too close to a neighbouring fence under current building regulations. It was noted that the current tank is sound and so quotes were for relocation of the oil tank (including a new base and new oil line) to a more hidden location to the rear and side of the hall.

- Quote one - £1,700.00 +VAT
- Quote two - £2,090.00 +VAT (including blockwork wall around tank)
- Quote three – not available

It was RESOLVED to accept 'quote one' from Quattro Heating at £1,700.00 (+VAT) covering the relocation of the oil tank. Arrangements would be made to undertake the work as soon as possible.

It is anticipated that VAT could be reclaimed for the work and so there would be a shortfall in the grant funding of £1,100.00. It was RESOLVED to ask the Parish Council to consider a grant funding contribution towards this shortfall. The expectation is that the new boiler will reduce hall operational costs by around £1,000.00 per annum, representing a considerable contribution to the operational viability of the Hall.

It was RESOLVED to review security of the tank to prevent unauthorised access in future.

7. Finance

7.1. To consider the appointment of an internal auditor

It was RESOLVED to appoint Sue Birch to undertake an internal audit of the Village Hall accounts 2022-23. The Parish Council and Village Hall Committee extended their thanks to Sue for offering to undertake this work free of charge.

The meeting closed at 7:24PM.

Signed by Chairman:

Dated:



David Hunter-Miller
Clerk and RFO