



Minutes of the Newton and Biggin Parish Council as Sole Trustee of Newton Village Memorial Hall held on Thursday 27 April 2022 at 8:00pm

Ref	Minute	Record and Resolution	Action by
1	STM2023/0001	<p>Ian Davis, Chair, explained the need for the meeting. The Parish Council as Sole Trustees of Newton Village Memorial Hall have certain obligations to meet as part of the Management Document and must hold at least two meetings a year that are separate to Parish Council meetings.</p> <p>Present: Ian Davis (Chair,) Councillors Bob Threadgold, Anne Davis, Andy Newnham. Rebecca Barry, Clerk and Gordon Coates, Treasurer of Village Hall Committee (VHC).</p> <p>Members of Public - There were five members of the public present.</p>	
2	STM2023/0002	Apologies for absence- Cllr Rick Crane	
3	STM2023/0003	Approve draft minutes from the previous meeting – Not applicable as this is the first meeting held.	
4	STM2023/0004	<p>Receive an update from a representative of the VHC:</p> <ol style="list-style-type: none"> I. <u>Annual accounts</u> Gordon Coates provided a copy of the annual accounts and confirmed that everything was in order. There was a steady income, and the hall rental was building up again after dipping during the Covis pandemic. (See Appendix 1) II. <u>Confirmation of adequate insurance</u> Gordon confirmed that insurance was in place with Towergate. III. <u>Charities Commission obligations</u> All obligations have been met. IV. <u>Health and Safety obligations</u> Bob Threadgold, in his role as Chair of the VHC, confirmed that all Health and Safety obligations had been met and regular checks are undertaken. The ramp has been replaced by steps with a handrail, with correct signage in place. PAT testing is due for VH electrics, and this will be arranged as soon as possible. V. <u>Any other general updates:</u> It was mentioned that the increase to rental charges hasn't discourage usage. 	Bob Threadgold

		<p>Ian Davis reported that Coton Park Residents Association (CPRA) held their AGM in the VH and thought it was a great space. This could lead to more bookings by residents of Coton Park.</p> <p>It was mentioned that there was a lack of groups in the village for children due to the demographic. Girl Guides and Scouts could be popular options, but these associations are struggling for leaders.</p> <p>It was agreed that Rebecca Barry would liaise with Veronica Carter to receive copies of VHC minutes to upload onto the relevant page of the Parish Council website.</p>	<p>Rebecca Barry</p>
5	STM2023/0009	<p>The meeting closed at 8:10pm. The date and time of the next Sole Trustee meeting is 26th October 2023 at 8:15pm, immediately after the Parish Council meeting.</p>	

Appendix 1 – Copy of Accounts

Newton Memorial Hall Balance Sheet Year Ending 31/01/2023						
<u>Income</u>			<u>Expenses</u>			
Hall Rent		£3,325.00	Water+ DD			£496.83
Live & Local		£124.60	Eon-Next DD			£2,195.08
			Insurance			£751.71
			Hall Cleaning			£1,200.00
			Green Bin			£40.00
			Replacement Front Entrance			£3,907.29
			Piano Tuning			£80.00
			Rear Step & Handrail			£644.00
			Replacement Mugs			£51.58
			Grass Cutting			£80.00
			Cleaning Materials Etc.			£113.47
			Door Keys			£110.00
			Ruths Phone			£55.00
Total		£3,449.60	Total			£9,724.96
Accrued Funds brought down		£25,039.28	Held in Bank			£18,699.31
Deduct Expenses over Income		£6,275.36	Petty Cash			£64.61
<u>Total</u>		<u>£18,763.92</u>	<u>Total</u>			<u>£18,763.92</u>