



# Minutes of the Newton and Biggin Parish Council as Sole Trustee of Newton Village Memorial Hall held on Tuesday 16 May 2024 at 8:00pm

Ref	Minute	Record and Resolution	Action by
1	STM2024/0001	<b>Present:</b> Ian Davis (Chair,) Councillors Rick Crane, Anne Davis, Andy Newnham. Rebecca Barry, Clerk. Gordon Coates and Des as Representatives of Village Hall Committee (VHC). <b>Members of Public</b> - There was one other member of the public present.	
2	STM2024/0002	<b>Apologies for absence</b> – Bob Threadgold due to a family emergency - APPROVED	
3	STM2024/0003	<b>Approve draft minutes from the previous meeting</b> – The minutes from the meeting held on 28 <sup>th</sup> November 2023 were approved and sign by the Chair.	
4	STM2024/0004	<b>Receive an update from a representative of the VHC:</b> 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 covers all expenses. (See appendix 1) II. <u>Confirmation of adequate insurance</u> Insurance policy has just renewed with Towergate, using a building valuation from the last estimate. III. <u>Charities Commission obligations</u> All obligations have been met and are up to date. The balance sheet is due to be submitted in August. IV. <u>Health and Safety obligations</u> All Health and Safety obligations had been met and there are no areas of concern. V. <u>Any other general updates:</u> Issues with the floor are being looked at. The VHC may look to purchase some armchairs and additional folding chairs to replace the ones that are looking tired.	
5	STM2024/0005	<b>Discuss the payment of broadband provision for the Village Hall</b> – The Clerk explained that the broadband provision has successfully transferred from Plusnet to BT and the PC are paying the monthly bill by direct debit. The VHC have already agreed to fund this going forward (net amount, excluding VAT) so there was a discussion about the best way to do this – the PC could invoice the VHC monthly or annually. Cllrs resolved to invoice the VHC annually, in November, which we would be appropriate for the differences in financial year reporting between the PC and VHC. The Clerk will set this up and the VHC will discuss at their next meeting.	<b>RB / GC</b>
6	STM2024/0006	<b>The meeting closed at 8:05pm.</b> The date and time of the next Sole Trustee meeting is 28 <sup>th</sup> November 2024 at 8:15pm, immediately after the Parish Council meeting.	

Appendix 1 – Copy of Accounts

<u>Newton Memorial Hall Balance Sheet 2023/2024</u>				
Income		Expenses		
Hall Rent	£4,143.97	Newton & Biggin PC	Notice Board	£408.03
Refund R Barry	£265.00	Rugby BC Green Bin		£40.00
		A Melkin	Coronation Clock	£253.00
		R Greenaway	Plumbing	£51.80
		R Barry PC	Wall sign	£265.00
		Hall Insurance		£787.37
		Newton & Biggin PC	Wall Sign	£265.00
		Newton & Bibbin PC	Kitchen cupboard	£123.09
		Piano Tuning		£80.00
		Morgan Fire	Equipment service	£125.76
		RS Hygene	Hand towels & dispensers	£203.09
		Electrofix electrician		£102.00
		R Crane	Painter & Decorator	£611.15
		Hall cleaning		£1,200.00
		Grass cutting		£120.00
		Ruths phone		£65.00
		Eon Next		£676.90
		Water plus		£522.60
		Miscellaneous		£184.90
<b>Total</b>	<b>£4,048.97</b>	<b>Total</b>		<b>£6,084.69</b>
Accrued funds bought down	£18,763.92	Monies held in Bank		£17,086.65
Minus expenses over income	£1,675.72	Petty Cash		£1.55
<b><u>Balance</u></b>	<b><u>£17,088.20</u></b>	<b><u>Total</u></b>		<b><u>£17,088.20</u></b>