



Minutes of the Newton and Biggin Parish Council as Sole Trustee of Newton Village Memorial Hall held on Thursday 27th February 2025 at 8:00pm

Ref	Minute	Record and Resolution	Action by
1	STM2025/0001	Present: Ian Davis (Chair,) Councillors Rick Crane, Anne Davis, Bob Threadgold, Andy Newnham. Rebecca Barry, Clerk. Gordon Coates as Representatives of Village Hall Committee (VHC). Members of Public - There was one other member of the public present.	
2	STM2025/0002	Apologies for absence – None	
3	STM2025/0003	Approve draft minutes from the previous meeting – The minutes from the meeting held on 16 th May 2024 were approved and sign by the Chair.	
4	STM2025/0004	Receive an update from a representative of the VHC: I. <u>Village Hall Finances & Annual Accounts</u> Gordon Coates provided a copy of the annual accounts (see appendix 1) and confirmed that everything was in order. There was a steady income, and the increased prices had not impacted bookings. Expenditure was approximately £1,000 higher than income due to some one-off costs such as skip hire and 5 x armchairs. II. <u>Confirmation of adequate insurance</u> Insurance policy is in place. It was requested that Gordon forwards a copy of the insurance renewal confirmation documents to the Clerk so that the PC have a record. III. <u>Charities Commission obligations</u> All obligations have been met and are up to date. 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> None	GC / BT
5	STM2025/0005	To note the payment of broadband provision for the Village Hall – It was noted that the broadband provision is now with BT and the PC are paying the monthly bill by direct debit. The Clerk invoiced the VHC in December (net amount, excluding VAT) as agreed and this invoice was settled by the VHC. This annual invoice covers payments from April 2024 to March 2025. Next invoice will be due in December 2025 and the Clerk will arrange this.	RB
6	STM2025/0006	To note the Process for ‘Order’ and ‘Payment’ Approval for expenditure for Newton Village Memorial Hall, where payment is made by Newton & Biggin PC, not by the VHC - The Clerk circulated this document ahead of the meeting and the process was noted. (No changes to the process – annual reminder.)	

7	STM2025/0007	To note that all VHC meeting agendas and minutes are uploaded to the PC website – This was noted.	
8	STM2025/0008	The meeting closed at 8:15pm. The date and time of the next Sole Trustee meeting is 31 st July 2025 at 8:15pm, immediately after the Parish Council meeting.	

Appendix 1 – Copy of Accounts

Newton Memorial Hall 2024/2025			
Income		Expences	
Hall Rent	£3,085.00	Hall Cleaning	£1,200.00
Rugby BC Election	£500.00	Booking Clerk	£550.00
Rugby BC Election	£500.00	M&S	£130.00
Chair hire	£50.00	Hall Insurance	£819.77
		Morgan Fire	£128.76
Total	£4,135.00	Skip Hire	£205.00
		Arm Chairs x 5	£341.70
		Amazon Hand towels	£39.99
		Newton & Biggin PC	£252.58
		Water	£551.88
		Eon-Next	£827.40
		Green bin	£45.00
		Grass cutting	£100.00
		Misc.	£141.43
		Total	£5,333.51
Accrued funds B/D	£17,088.20	Bank	£15,786.80
Less Exp over Inc.	£1,198.51	Petty	£102.89
Bal	£15,889.69	Total	£15,889.69