

**Great Easton & Tilty Parish Council meeting as sole trustee of the
Great Easton Parish Hall Fund, registered charity number 295400,
on 5 December 2024 in the Three Horseshoes Function Room,
Duton Hill**

Time: 7.30 p.m.

Minutes

Present: Committee members: Councillors John Stevens (chair), Marie Benterman, Julia England, David Hahn, Jen Heath, Claire Hurst and Peter Neale. Kate Rixson (secretary, taking minutes)

1. Chair's welcome

In the absence of the chairman, John Stevens took the chair and opened the meeting.

2. Apologies and declarations of interest

Tristan Martens (TM) was unable to attend due to an unexpected work commitment. There were no declarations of interest.

3. Approval of minutes

The minutes of the meeting on 15 April 2024 were approved as an accurate record and duly signed by the chairman.

4. Bookings

Regular and one-off bookings were steady so that the hall was in use every weekday, with two bookings a day in many weeks.

5. Income and expenditure

The secretary had submitted the charity's statutory Annual Return which would now be on the Charity Commission website, showing the accounts for 2023-24.

Figures for April to November 2024 had been circulated and were tabled. These showed that income exceeded expenditure by about £900 due to increased income from bookings. A grant of £6,000 received from the UK Shared Prosperity Fund ("levelling up") via the district council was a restricted fund needing to be spent on the specified repairs and renovation by 31 March 2025 and therefore not part of the hall's general resources. The hall holds reserves of about £11,000 in unit trusts (its permanent endowment) as well as the funds in the current account.

Outgoings were discussed, including cleaning and other regular expenses and how they were allocated between the Trust and the parish council. David Hahn (DH) kindly offered to speak to Gigaclear to renegotiate the broadband contract as the initial 18-month arrangement was long-expired and charges had increased from £30 per month to £56.

It was noted that currently all hirers paid the same hourly rate, with a higher rate at weekends.

6. Renovation

It was noted that the chosen contractor would be discussing a start date with TM and this would need to allow for invoicing before 31 March 2025 as it would be covered

partly by the grant from UKSPF. The balance would be covered by the Bernard Sunley Foundation grant which would be made by reimbursing the Trust after it had met the costs. **Action: TM**

A working group of committee members would choose paint colours for the decorating and report in time for the paint to be obtained. **Action: subgroup**

7. Remaining action points from last meeting

7.1 New website for hall

DH has advised the secretary of the quote obtained from the council's web designer/manager. It was confirmed that this should go ahead under the secretary's management. **Action: Secretary**

7.2 Advertising and fundraising

It was agreed that despite recent improvements in its financial position the hall needed to raise funds in addition to hire charges (although the charges should also be reviewed). This might be from grants and fundraising events. A poster was now displayed inside and outside the hall with hire contact details. Photos of activities were still needed. Improving the advert in the parish magazine was discussed. It was suggested that commercial hirers of the hall may want to add links to their businesses to the new hall website.

8. Transfer between bank accounts

There was unanimous approval of transferring £20,000 from the current account to the interest-bearing deposit account with Unity Trust Bank. **Action: Secretary, TM**

9. Asset Register and Annual Budget

It was unanimously agreed that best practice should be followed by preparing an asset register and an annual budget for the next financial year April 2025-March 2026. **Action: Secretary**

10. Number and dates of Trust meetings and AGM in 2025

It was proposed to hold the AGM on the same date as the Parish Council meeting, 23 January. It was agreed that there should be three additional meetings of the Trust in 2025, approximately quarterly, but that additional meetings could be organised if needed. The secretary should circulate proposed dates for 2025.

There being no further business the meeting was closed.

Action points:

Subgroup: decide on decorating colours.

All: Photos of the hall in use to be supplied to Secretary for website

TM: Obtain a quote for repairs to joist/beam. Agree start date with contractor. Authorise transfer to deposit account.

Secretary: Register a domain name, arrange hosting and create website. Arrange transfer to deposit account. Circulate dates for 2025 meetings. Prepare asset register and 2025-26 budget.