

# **COGENHOE & WHISTON PARISH COUNCIL**

Clerk: Deborah Rush  
07512 045418

Email; [clerk@cogenhoeandwhiston-pc.gov.uk](mailto:clerk@cogenhoeandwhiston-pc.gov.uk)

[www.cogenhoeandwhiston-pc.gov.uk](http://www.cogenhoeandwhiston-pc.gov.uk)

**To members of the Village Hall Committee**

**You are hereby summoned to attend the Meeting of Cogenhoe & Whiston Parish Council- Village Hall Committee to be held on Wednesday 15<sup>th</sup> June 2022, 7.30pm at Cogenhoe & Whiston Village hall, York Avenue, Cogenhoe, NN7 1NB.**

**41.22 Open forum**

**42.22 To receive and accept apologies for absence.**  
Cllr Darby

**43.22 To receive any declarations of disclosable pecuniary or non-statutory disclosable interests** for items on the agenda.

**44.22 To sign the minutes of the meeting held on 20<sup>th</sup> April 2022**

**45.22 Matters arising from previous minutes (for information only)**

- Playing Field Association is now known as Fields in Trust
- Hungarian Community event cancelled

## 46.22 Finances

### 46.22.1 Income

19.4.22	V Ridgers	fees	£240.00
19.4.22	Table tennis private hire	fees	£13.50
22.4.22	L O'Neill	fees	£225.00
25.4.22	Mud Kitchen (April)	fees	£679.26
25.4.22	P Shah	deposit	£50.00
25.4.22	MK Falcons	deposit	£50.00
28.4.22	K Lynch	fees	£96.00
29.4.22	Church coffee	fees	£30.00
29.4.22	D M Dogs	fees	£96.00
3.5.22	D Trezona	fees	£56.25
5.5.22	cricket Club	fees (less grass cutting)	£250.00
5.5.22	S iliff	deposit	£50.00
5.5.22	Pre-school	fees	£576.00
5.5.22	Heritage Society	fees	£31.50
5.5.22	NDTC Dogs	fees	£150.00
6.5.22	J Boyce	deposit	£50.00
9.5.22	E Packer	table tennis fees	£36.00
9.5.22	Get fit today	fees	£65.00
9.5.22	Maretu Ltd	fees	£60.00
10.5.22	H Cheadle	fees	£50.00
10.5.22	Grendon PCC	fees	£54.00
11.5.22	B Hilton	pitch fees	£50.00
16.5.22	M Pink	fees	£135.00
18.5.22	Refund Mud Kitchen	paid twice in error	£63.00
18.5.22	Mud Kitchen	fees	£679.26
24.5.22	P Tompkins	fees	£45.00
26.5.22	Zozimus Drama	fees	£112.50
30.5.22	S Iliff	fees	£34.00
1.6.22	Heritage Society	fees	£18.00
1.6.22	Vals pals	fees	£382.50
6.6.22	NDTC Dogs	fees	£150.00
6.6.22	E Packer table tennis	fees	£36.00
6.6.22	Pre-School	fees	£1,298.00
			£5,911.77

## 46.22.2 Expenditure

Date	Chq No	Payee	Details	Amount	VAT	Payable under power
11.4.22	DDR	Plusnet	phone & internet	£25.27		Localism Act 2011 ss1-8
14.4.22		A Moore	deposit refund	£50.00		Localism Act 2011 ss1-8
20.4.22		M Adams	community activity exp	£20.00		Localism Act 2011 ss1-8
20.4.22		WNC	waste services	£178.75		Localism Act 2011 ss1-8
23.4.22	DDR	D'Energi	electricity March	£937.53	£156.25	Localism Act 2011 ss1-8
26.4.22	343887447	Hungarian CCN	refund deposit	£50.00		Localism Act 2011 ss1-8
26.4.22	DDR	E Flow	water	£60.46		Localism Act 2011 ss1-8
27.4.22	651910704	K Mcneil-Brawn	deposit refund	£50.00		Localism Act 2011 ss1-8
29.4.22			wages	£963.22		Localism Act 2011 ss1-8
4.5.22			Unpaid chq	£48.00		Localism Act 2011 ss1-8
			Unpaid chq fee	£6.00		Localism Act 2011 ss1-8
5.5.22	414653964	D Trezona	refund deposit	£50.00		Localism Act 2011 ss1-8
5.5.22	968302555	Brightest Fuels	EPC report	£600.00	£100.00	Localism Act 2011 ss1-8
10.5.22	268907050	J Boyce	refund deposit	£50.00		Localism Act 2011 ss1-8
10.5.22	DDR	Plusnet	phone & internet	£25.13		Localism Act 2011 ss1-8
21.5.22	941193103	M Pink	refund deposit	£50.00		Localism Act 2011 ss1-8
24.5.22	DDR	D'Energi	electricity April	£489.77	£81.63	Localism Act 2011 ss1-8
26.5.22	DDR	E Flow	water	£117.23		Localism Act 2011 ss1-8
27.5.22			wages	£816.68		Localism Act 2011 ss1-8
1.6.22	344828895	G P Knight	paint etc	£49.36		Localism Act 2011 ss1-8
1.6.22	123025432	P R Tompkins	refund deposit	£50.00		Localism Act 2011 ss1-8
15.6.22		PC re credit card Mar		£42.99	£7.40	Localism Act 2011 ss1-8
15.6.22		PC re credit card Apr		£314.96	£52.50	Localism Act 2011 ss1-8
15.6.22		D Rush	expenses	£65.59		Localism Act 2011 ss1-8
				£5,110.94		

For credit card expenditure see appendix 2

The balance in the current account stands at £12,404.75 when all invoices have been paid.

To be banked £341.50

Invoices o/s Mud kitchen £168

Get Fit Today £65.00

VAT claim submitted £971.77

Balance in Business premium account £4000.00

## 46.22.3 Bank reconciliation

To approve bank reconciliation

(checked by Parish Council internal control councillor) (Appendix 1)

## **47.22 Update village hall re-development project o/s items**

- Gareth & Dan have replaced door hinges.
- Locking mechanism failed on centre doors, temporary fix whilst replacement part is ordered.

## **48.22 Play Area / playing field**

- Update on gate JB
- Order placed for moving basketball hoop & installing the thermoplastic track- being completed on 8.4.22
- Thermoplastic track fitted, update from Clerk re basketball hoop
- Path has been laid. (£1800 to pay)

## **49.22 Hall**

Suggest second sounder circuit & detection quote £807.50 + VAT – quote accepted date awaited.

- To consider further outside light by main door.
- Back corridor is marking -consider Perspex / washable paint – now done
- To consider foam chair feet – sample ordered & fitted, further feet ordered.
- Business waste services, increase in recycling cost of £13pa
- EVCP – grants available for up to 75% of cost of installing points (max £350 per socket)  
Should we consider installing?  
<https://www.gov.uk/guidance/workplace-charging-scheme-guidance-for-applicants#about-the-scheme>

## **50.22 Mud Kitchen Café**

- Update PF
- Request to use field for birthday event

## **51.22 Community outreach – update from Clerk**

- Dementia Lunch be considered, full council have agreed to finance additional staff time – meeting held with Living Well project, update Clerk.
- To consider additional storage cupboard for rear corridor to store outreach equipment at cost of £200 approx.  
Cupboard donated by Open University, received.
- To consider purchasing 24 new matching mugs for community lunch & coffee mornings max cost £75
- No story time during August.
- Request for outing from Community Lunch group

-Youth group – meeting held with NAYC, some sort of info gathering event to be organised.

### **52.22 Cricket Club**

-Goal mouth area, no advice from Moulton College

-Request for locks on changing room doors

### **53.22 -Village Hall environmental plan / work**

NDEA Energy Performance Certificate report

Carried out 11.4.22, report awaited, received error, sent back for correction

### **54.22 Long term development plan for the hall / playing fields**

2 companies contacted re baffle board costs, quotes awaited -1 quote received

It was agreed that this actually needs insulating & plaster boarding, Clerk to obtain quotes.  
3 builders met with (2 quotes received)

### **55.22 Terms of Reference**

-Update from Clerk re committee requirements for members with voting rights.  
Code of Conduct and Disclosable pecuniary or non-pecuniary interests.

### **56.22 Asset Register**

-to review asset register (see appendix 3)

No handover asset register received?

### **57.22 Bookings**

25.6.22 Party

3.7.22 Pre-School event

10.7.22 Farmers market

16.7.22 Party

24.7.22 MK Falcons Ice Hockey end of season awards & BBQ (Martin Waters)

14.8.22 Farmers market

7.8.22 Party

20.8.22 Party

26-28/8/22 Wedding

11.9.22 Farmers market

18.9.22 Birthday party

31.10.22 TR3OC

**58.22 Cleaning**

-Update clerk on new arrangements

**59.22 Correspondence received**

None

**60.22 Correspondence issued**

Resident re CCTV

**61.22 Information for the Chairman (no legal decision can be made on this information).**

**62.22 Meeting closed & Date of next meeting**

Date of Next meeting - request from Mud Kitchen to move to Monday meetings

Wednesday 17th August 2022 or Monday 15th August 2022



Deborah Rush  
Parish Clerk  
10.6.22

## Appendix 1

Cogenhoe & Whiston PC		8.6.22		
Bank Reconciliation	Village Hall			
Total receipts				£8,772.28
less				
Total payments				£5,239.38
Plus opening balances				£13,295.39
				<b>£16,828.29</b>
Bank accounts				
Current AC				£12,828.29
plus				
Business Prem AC				£4,000.00
				£16,828.29
Plus credits not yet showing				
Less unrepresented cheques				
				<b>£16,828.29</b>

## Appendix 2

Mar-22		PC	VAT	Hopper	VAT		Vhall	VAT	VAT Number
19.2.22	Walkie Talkies for jubilee	£45.82	£9.17						375457660
25.2.22	Floor cleaner						£6.00		727255821
9.3.22	Blue rolls						£36.99	£7.40	789261284
15.3.22	Mobile phone	£14.49							
17.3.22	Admin fee	£3.00							
		<b>£63.31</b>	<b>£9.17</b>				<b>£42.99</b>	<b>£7.40</b>	<b>£122.87</b>
Apr-22		PC	VAT	Hopper	VAT		Vhall	VAT	VAT Number
21.3.22	guards & bone meal orchard	£31.86	£5.31						336360074
21.3.22	tree bands	£11.80	£1.96						195314790
21.3.22	tree labels	£21.09	£3.51						727255821
22.3.22	storage boxes						£15.99	£2.67	115974988
22.3.22	sticker removal kit						£3.99	£0.67	982460989
22.3.22	toys storytime					£15.95		£2.66	274242116
22.3.22	toys storytime					£27.96		£4.66	727255821
22.3.22	toys storytime					£9.90		£1.65	190023639
22.3.22							£53.81		
23.3.22	screwdrivers						£6.59	£1.10	727255821
23.2.22	hinges hall doors						£150.98	£25.16	
24.3.22	stake pocket park	£7.04	£1.17						336360074
4.4.22	seeds orchard	£122.00	£20.33						3919986681
6.4.22	cutlery						£9.95	£1.66	205259232
6.4.22	cutlery						£39.95	£6.65	190023639
7.4.22	hire vehicle				£480.00				144232541
13.4.22	cleaning supplies						£11.69	£1.95	228465393
13.4.22	cleaning supplies						£11.66	£1.94	349592651
13.4.22	xmas tree hole cover	£8.49	£1.42						373703983
14.4.22	cleaning supplies						£10.35	£1.73	727255821
19.4.22	monthly fee	£3.00							
		<b>£205.28</b>	<b>£33.70</b>	<b>£0.00</b>	<b>£480.00</b>		<b>£314.96</b>	<b>£52.50</b>	<b>£1,000.24</b>

## Appendix 3

Village Hall & Playing Fields Asset register June 2022						
Ref No	Description/location	Date acquired	Purchase cost	Value	Custodian	Disposal/discharge
			(if known)			
1	Goal posts	2021	£1,295		VHC	
2	swings	2021	£4,062		VHC	
3	cricket wicket	2021	£24,704		VHC	
4	table trolleys	2021	£798		VHC	
5	outdoor benches	2021	£1,600		VHC	
6	screens	2021	£1,866		VHC	
7	upgraded lights	2021	£3,180		VHC	
8	sound system	2021	£250		VHC	
9	Hoover	2022	£120		vhc	
	Village Hall					
	Parish council acts as trustee for the building & land.					
	Appointed 15 <sup>th</sup> May 1951					
			<b>£37,875</b>			