

COGENHOE & WHISTON PARISH COUNCIL

Clerk: Deborah Rush
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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 17th August 2022, 7.30pm at Cogenhoe & Whiston Village hall, York Avenue, Cogenhoe, NN7 1NB.

Members of the public and press are invited to address the Council at its Open Forum from 7.30 – 7.45pm.

Attendees are reminded that in accordance with the Openness of Local Government Bodies Regulations 2014, this meeting may be recorded.

63.22 Open forum

64.22 To receive and accept apologies for absence.
Cllr Scott

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

66.22 To sign the minutes of the meeting held on 15th June 2022

67.22 Matters arising from previous minutes (for information only)

68.22 Finances

68.22.1 Income

8.6.22		Get Fit today	fees	£65.00
14.6.22		Church coffee x 3	fees	£30.00
14.6.22		DM Dogs	fees	£152.00
14.6.22		Ladies fellowship	fees	£18.00
14.6.22		Mature movers & chair	fees	£151.50
15.6.22		Mud kitchen	farmers market March	£84.00
15.6.22		Mud kitchen	farmers market April	£84.00
15.6.22		Mud kitchen	farmers market May	£84.00
24.6.22		J Howes	fees	£72.00
28.6.22		VAT refund		£971.77
28.6.22		Mud Kitchen	rent & waste	£679.26
4.7.22		B Hilton	pitch fees	£25.00
5.7.22		J Roberts	fees & deposit	£290.00
6.7.22		Pre-School	fees	£1,836.00
6.7.22		Heritage Society	fees	£18.00
6.7.22		Get Fit today	fees	£65.00
7.7.22		S Illiff	deposit	£50.00
11.7.22		E Packer	table tennis fees	£27.00
8.7.22		Church coffee	fees	£10.00
8.7.22		D M Dogs	fees	£12.00
12.7.22		WNC Grant	community outreach	£300.00
14.7.22		Z Parkinson	deposit	£50.00
19.7.22		MK Ice Hockey	fees	£72.00
19.7.22		Zozimus Drama	fees	£93.75
21.7.22		NDTC Dogs	fees	£150.00
25.7.22		Get fit today	fees	£60.00
25.7.22		Mud Kicthen	rent & waste	£679.26
25.7.22		B Hilton	pitch fees	£25.00
25.7.22		N Mooring	deposit	£50.00
29.7.22		Mud Kitchen	farmers market June	£84.00
29.7.22		R Cullingford	deposit	£50.00
2.8.22		Heritage Society	fees	£18.00
2.8.22		P & M Shah	fees	£75.00
				£6,431.54

68.22.2 Expenditure

Village Hall	17.8.22						
Date		Chq No	Payee	Details	Amount	VAT	Payable under power
15.6.22		397801825	W Adams	path laying	£2,270.60		Localism Act 2011 ss1-8
13.6.22	DDR		Plusnet	Phone & Internet	£25.13		Localism Act 2011 ss1-8
15.6.22		237940389	D Rush	re hoover	£516.75	£100.64	Localism Act 2011 ss1-8
24.6.22		169313804	G Knight	wages	£209.20		Localism Act 2011 ss1-8
24.6.22		132197450	D Rush	wages	£386.32		Localism Act 2011 ss1-8
24.6.22	DDR		D'Energi	electricity	£374.68	£62.44	Localism Act 2011 ss1-8
27.6.22	DDR		Everflow	water	£93.60		Localism Act 2011 ss1-8
30.6.22			Unity	bank charges	£33.90		Localism Act 2011 ss1-8
4.7.22		829120749	Clean4Shaw	cleaning June	£319.79	£53.30	Localism Act 2011 ss1-8
14.7.22		773372299	WNC	waste services	£182.00		Localism Act 2011 ss1-8
11.7.22	DDR		Plus net	phone & internet	£21.30		Localism Act 2011 ss1-8
18.7.22		124049135	S Iliff	refund deposit	£50.00		Localism Act 2011 ss1-8
21.7.22		516418825	W Adams	sink	£492.79		Localism Act 2011 ss1-8
24.7.22	DDR		D-Energi	electricity	£355.34	£59.22	Localism Act 2011 ss1-8
26.7.22	DDR		E-Flow	water	£67.02		Localism Act 2011 ss1-8
29.7.22		368114078	G Knight	wages	£92.20		Localism Act 2011 ss1-8
29.7.22		3675126	D Rush	wages	£358.26		Localism Act 2011 ss1-8
1.8.22		832642666	Alert Fire Safety	inspection	£54.00		Localism Act 2011 ss1-8
3.8.22		372549582	G P Knight	materials	£38.63		Localism Act 2011 ss1-8
3.8.22		754759298	MK Ladies Ice H	refund deposit	£50.00		Localism Act 2011 ss1-8
3.8.22		246083750	P Hollowell	gate work	£150.00		Localism Act 2011 ss1-8
3.8.22		343700934	Pitchmarkers	pitch lines	£120.00		Localism Act 2011 ss1-8
17.8.22	TFR		PC re credit card May		£150.27	£23.63	Localism Act 2011 ss1-8
17.8.22	TFR		PC re credit card June		£225.99	£37.68	Localism Act 2011 ss1-8
17.8.22			D Rush	Mugs & cleaning materials	£86.05		Localism Act 2011 ss1-8
					£6,723.82	£336.91	

For credit card expenditure see appendix 2

The balance in the current account stands at £13,370.57 when all invoices have been paid.

Balance in Business premium account £4000.00

69.22.3 Bank reconciliation

To approve bank reconciliation

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

70.22 Update village hall re-development project o/s items

-Locking mechanism failed on centre doors, temporary fix whilst replacement part is ordered (cost £150 + fitting) – will be fitted before end of August.

71.22 Play Area / playing field

-Gate now reversed

-Basketball hoop being re-installed early September

-Wheel broken on one of the goal posts (replacement ordered), Caretaker now fitted it.

-Pitch remarked for season

-Problem with rubbish being brought onto field for den building, JB spoken to school & bowls club.

-Lawnmower broken & past repair, emergency replacement approved by Chairman & Clerk of £183.32 + VAT.

72.22 Hall

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

-To consider further outside light by main door- solar PIR light now fitted

-To consider foam chair feet – sample ordered & fitted, further feet ordered & received

-Replacement blind ordered & fitted for hall

-Insulation & plaster boarding now completed.

-Community grants available from WNC upto £5000 for green projects, quotes being obtained for replacement front doors to improve heat retention.

-JB & Clerk met with architect to look at shower improvements, possible grant options once quotes received from BIFFA & football Foundation.

-Sink quote received of £492.79

73.22 Mud Kitchen Café

-Update PF

-Café closed w/c 29/8/22

Community Lunch cancelled (31/8) & Storytime (1/9) by cafe

Fish & Chip lunch being held on 31/8 & Maddie trying to organise and outdoor event for 1/9

-Email conversation re menu boards, general opinion these need to be removable.

74.22 Community outreach – update from Clerk

-Dementia Lunch be considered, full council have agreed to finance additional staff time.

M Adams & Clerk visited group in Wellingborough & have completed Dementia friendly training. Good response to request for volunteers to help. Will run second Monday of the month (From October) 1.30pm-2.45pm

-To consider purchasing 24 new matching mugs for community lunch & coffee mornings max cost £75
Purchased

-Get Up & Go taster session held, 14 attendees (need 8 to cover cost of trainer). Sessions starting Mon 12/9/22, 9.30-10.30am. very positive feedback.

-Youth group – info gathering event held 15/7/22 with other kid’s groups, excellent turnout with 40 questionnaires completed, very positive about a new group.

-Funding obtained for 6 Ukrainian conversation classes during summer holidays following request.

75.22 Cricket Club

-Request for locks on changing room doors – now installed

76.22 -Village Hall environmental plan / work

-NDEA Energy Performance Certificate report
Carried out 11.4.22, report received

<https://find-energy-certificate.service.gov.uk/energy-certificate/6662-3190-2700-8293-3866>

Energy rating c (Properties can be let if they have an energy rating from A+ to E.).

-Report from TB from ACRE online event - How to green your community building
Slides can be viewed at

<https://we.tl/t-vDSmJkn0UG>

77.22 Long term development plan for the hall / playing fields

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

Quote received for lining of roof, further details requested
£2950 & £1450 install + VAT

78.22 Terms of Reference

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

To check everyone has completed these

79.22 Risk Assessment

- to review risk assessment (appendix 3)

80.22 Asset Register

JB & Clerk completing

81.22 Fire Extinguisher Service

Completed 27.7.22 – no matters arising

82.22 Electricity (existing contract ends 23/12/22)

Broker recommends 3 year fixed with EDF (with free smart meter) as further increase expected 2023 & 2024- **withdrawn**

New deal SSE 3 year fixed (100% renewable & free smart meter)

Standing Charge 318p per day (£95 per month) currently 25p 1272% increase

Day Unit Rate 55.29p per kwh currently 14.82p 373% increase

Night Unit Rate 41.98p per kwh currently 13.76p 305% increase

As a consequence, our electricity bill is likely to increase from £6334 pa to £23,127 pa.

Average increase of £1400 per month

See I&E analysis Appendix 4 based on average month

83.22 Bookings

Get Fit today cancelled classes

12.8.22 Funeral wake

15.8.22 Art group

20.8.22 Party

26.8.22 Drama group (Morning)

26-28/8/22 Wedding (from 4.30pm Fri) request for small skip

10.9.22 DM Dogs extra session

11.9.22 Farmers market

12.9.22 Get Up & Go sessions begin

12.9.22 Funeral wake

17.9.22 Craft fair

18.9.22 Birthday party

24.9.22 MacMillan Coffee event

9.10.22 Birthday party x 2

10.10.22 Forget me Not group

16.10.22 Farmers market
29.10.22 Birthday party x2
31.10.22 TR3OC
6.11.22 Farmers Market
12.11.22 Craft Fair

84.22 Correspondence received

WNC re garden waste bin collection

85.22 Correspondence issued

None

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

87.22 Meeting closed & Date of next meeting

Date of Next meeting -

Wednesday 26th October 2022



Deborah Rush
Parish Clerk 11.8.22

Appendix 1

Cogenhoe & Whiston PC		8.8.22		
Bank Reconciliation	Village Hall			
Total receipts				£16,521.82
less				
Total payments				£11,984.33
Plus opening balances				£13,295.39
				£17,832.88
Bank accounts				
Current AC				£13,832.88
plus				
Business Prem AC				£4,000.00
				£17,832.88
Plus credits not yet showing				
Less unrepresented cheques				
				£17,832.88

Appendix 2

Apr-22		PC	VAT	Hopper	VAT		Vhall	VAT	VAT Number
4.5.22	Wipes						£7.46	£1.49	727255821
4.5.22	Tracker subscription			£66.66	£13.33				219306813
4.5.22	Blue rolls						£18.33	£3.67	887320890
4.5.22	Recycling bin bags						£7.49	£1.50	190023639
4.5.22	Storage boxes						£32.49	£6.50	190023639
4.5.22	sink cleaner						£3.54	£0.71	248704783
5.5.22	loo rolls						£17.41	£3.48	727255821
5.5.22	Bus bin			£7.24	£1.45				190023639
6.5.22	oil						£3.42	£0.68	727255821
13.5.22	hose for urn						£7.49	£1.50	190023639
13.5.22	long feather duster						£8.49		
13.5.22	hose connector						£7.08	£1.41	127275316
13.5.22	hoover bags						£8.29	£1.66	76448074
13.5.22	sample chair foot						£5.15	£1.03	19330078
13.5.22	printer ink	£64.15	£12.83						727255821
16.5.22	posters & banners jubilee	£150.15	£30.03						171012458
17.5.22	montly fee	£3.00							
		£217.30	£42.86	£73.90	£14.78		£126.64	£23.63	£499.11
May-22		PC	VAT	Hopper	VAT		Vhall	VAT	VAT Number
16.5.22	Mobile Phone	£15.59							
18.5.22	Robot pads						£18.14	£3.62	346685659
18.5.22	Jubilee sports bottles	£230.00	£46.00						580248244
23.5.22	Jubilee printing	£68.29							171012458
10.6.22	Bin bags & toilet rolls						£30.83	£6.17	887320890
10.6.22	Mop heads						£8.32	£1.67	167079733
11.6.22	Mop bucket						£7.49	£1.50	117893290
11.6.22	Dustpan & Mop heads						£29.26	£5.87	167079733
13.6.22	Chair feet						£50.11	£10.02	19330078
15.6.22	Roller blind						£44.16	£8.83	311015965
15.6.22	Monthly fee	£3.00							
17.6.22	Mobile phone	£16.69							
		£333.57	£46.00				£188.31	£37.68	£605.56

Appendix 3

Village hall & playing fields risk assessment									
What are the hazards?	Who might be harmed?	Why?	What is already being done to control the risk?	Further action needed to control the risks?	Who needs to carry out the action?				
Outside area									
Car Park									
Check for obvious hazards - slip / trip hazards	Staff / Visitors	Injury from slip/trips	Regular checks	None	N/A				
Slip / trips due to ice	Staff / Visitors	Injury from slip/trips	Grit if required	None	N/A				
Are pedestrian routes / flows and site entrances/exits clear?	Staff / Visitors	Injury from moving vehicles	Regular checks	None	N/A				
Can emergency vehicles gain access?	Staff / Visitors	Delayed treatment if access can't be gained	Regular checks	None	N/A				
Play area (see separate risk assessment)									
Playing Field									
Check for obvious hazards - slip / trip hazards	Staff / Visitors	Injury from slips/trips	Regular checks	None	N/A				
Check trees for fallen branches	Staff / Visitors	Injury from falling branches	Regular checks	None unless hazard present	N/A				
Check area for litter / hazards	Staff / Visitors	Injury from glass / needles etc	Regular checks	None unless hazard present	N/A				

Village Hall								
Check for obvious hazards - slip / trip hazards	Staff / Visitors	Injury from slip/trips	Regular checks for hazards / flood	None				N/A
			Check equipment stored safely					
Movement around the building	Staff / Visitors	Injury from falls	Regular checks for clutter/hazards. Check lighting working / trailing wires / permanent fixtures in good condition	None				N/A
Fire								
	Staff / Visitors	Risk from burns etc	Annual Fire risk assessment					
			Regular fire drills					
			Combustible substances stored correctly.					
Check fire doors are working correctly	Staff / Visitors	Injury from door / not being able to leave the building	Regular checks	None				N/A
Fire extinguishers in good working order	Staff / Visitors	Injury from not working in emergency situation	Regular checks & annual check	None				N/A
Fire alarm in good working order	Staff / Visitors	Injury from not working / not knowing of fire	Regular checks & annual check	None				N/A
Emergency lighting in good working order	Staff / Visitors	Injury from not working when needed for evacuation	Regular checks & annual check (including switch in Main Hall)	None				N/A
Electrical Equipment & supply	Staff / Visitors	Electric shocks/ burns from faulty electrical equipment						
		Electrical faults can lead to fires	Regular checks & PAT testing	None				N/A
Other hazards								
Cleaning materials	Staff / Visitors	Poisoning / inhalation	Stored in locked cupboard	None				N/A
Asbestos	Staff / Visitors	Fibres released into air & inhaled	Asbestos annual check	None unless inspection identifies new hazards				N/A
		Check no obvious damage to walls	Regular check	None				N/A
Legionnaires disease	Staff / Visitors	Possible transmission from spraying water (showers) legionella bacteria						
Accident	Staff / Visitors	First aid box stocked & checked	Showers & taps turned on regul	None				
Phone	Staff / Visitors	Not being able to call emergency services	Regular checks of contents Phone available to call emergency	None				N/A
			Check for ring tone weekly	None				N/A

Appendix 4

*Need to consider that many of these income sources are term time only.

Income (Monthly)			
Heritage Society	fees	2 hours fortnightly	£18.00
Vals pals	fees	3 hours weekly	£180.00
NDTC Dogs	fees	3 hours weekly	£180.00
Table tennis	fees	1 hour weekly	£36.00
Pre-School	fees	30 hours weekly	£1,440.00
Church coffee	fees	1 hour fortnightly	£20.00
DM Dogs	fees	1 hour weekly	£48.00
Mature movers & chair	fees	£24 weekly	£96.00
Mud Kitchen	rent & waste	40 hours weekly £150pw	£679.26
Drama	fees	1 hour weekly	£60.00
Occasional hire	fees	10 hours x £15	£150.00
Cricket	fees (less grass cutting)		£100.00
Football	pitch fees		£50.00
			£3,057.26
Expenses			
water			£75.00
cleaning			£320.00
staff			£475.00
phone & internet			£23.00
waste services			£60.00
supplies/ maintenance etc			£250.00
electricity			£527.81
insurance			£133.33
bank charges			£10.00
Hygiene services			£15.00
inspections & membership			£42.00
			£1,931.14
electricity increase			£1,399.41
			per month