

Cratfield Parish Council

ANNUAL PARISH MEETING

Tuesday 14th May 2024 at 7.30 pm

Cratfield Village Hall

Councillors Present

Lotty Barbour, Richard Chivers, Tim Ackerley, Dan Elford, Adrian McDonald and Chris Mobbs

Clerk/Responsible Financial Officer: Sally Chapman

Also Present: District Councillor Julia Ewart

MINUTES

Chair's Welcome

The Chair welcomed everyone to the meeting.

1. To Receive Apologies

County Councillor Stephen Burroughes and Caroline Marfleet sent apologies.

2. To Approve the Minutes of the Meeting held on Tuesday 23rd May 2023

The Minutes from the Meeting held on 23rd May 2023 were Confirmed unanimously as a true and accurate record and signed by the Chair.

3. Matters Arising

None

4. The Chair's End of Year Report

The Chair gave a report (*attached*).

5. Responsible Financial Officer's End of Year Report

The RFO read out the End of Year Accounts (*attached*).

6. County Councillor's Annual Reports

County Councillor Stephen Burroughes sent a full report on CPC's website:

<http://cratfield.onesuffolk.net/cratfield-parish-council>

7. District Councillor's Annual Report

District Councillor Julia Ewart sent a report, gave a verbal summary and answered questions. Full report CPC's website: <http://cratfield.onesuffolk.net/cratfield-parish-council>

8. To Appoint Representatives and Officers to Village Organisations

CLRs discussed and agreed to check if there were enough elected representatives.

9. To Receive Community Reports

a) Village Hall

The Clerk read out a summary of the report attached.

b) Town Estates Charity Trust

None received

Signed:

Date:

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c) Neighbourhood Watch

The Clerk read out the following Neighbourhood Watch report:

I am pleased to inform you that there has been nothing to report of a criminal nature in Cratfield over the past year. Is this not one of the benefits of living where we do?

Having spent many years acting as Neighbourhood Watch Co-Ordinator I feel the time has come to tender my resignation from the position and pass on the roll on to whoever would like the post. I wish them well.

Cllrs gave thanks to Mr. Eade for his support to the village and agreed it was not essential to have a Neighbourhood Watch person in the village.

10. To Receive Public Questions

None

The meeting ended at 7.50 pm

Chair's End of Year Report

- It was a good year for CPC with no major issues, other than a few floods in the autumn and winter storms.
- A grant of £55.00 was received from District Councillor Julia Ewart to purchase 500 Daffodil bulbs, which were planted around the village by Councillors. The Daffodils were a cheery sight in the wet spring.
- A grant of £200 was given to the East of England Trust to help kit out the three new First Responders in this area.
- The Remembrance Sunday Poppy Wreath was recycled last year and a donation was given to the Royal British Legion.
- A King's Coronation Plaque was placed on the village sign in May to mark the occasion.
- The Play Area is annually inspected in the autumn, and there were no major issues. A thank you to Cllr McDonald for regularly checking the equipment and making sure it is safe.
- Many thanks to David Sillett for cutting the Play Area and keeping it looking good for visitors.
- Many thanks to County Cllr Stephen Burroughes and District Councillor Julia Ewart for their continued support.
- Many thanks to all the Councillors for their voluntary time and input into the parish.
- Thanks to the Clerk for all her work and support.

Signed:

Date:

Cratfield Parish Council

Responsible Financial Officer's End of Year Accounts 2023/24

Cratfield Parish Council			
Year End 31st March 2024			
	Receipts and Expenditure		
2022/23		2023/24	
£ Receipts		£	
4,000.00	Precept	4,100.00	
740.10	Allotment & Land Rent	756.85	
12.30	Business Saver Interest	58.25	
131.41	VAT Reclaim	131.53	
130.00	East Suffolk Council Grant	55.50	
5,013.81		5,102.13	
	Expenditure		
2,597.00	Clerk's Salary	2,808.00	
120.00	Clerk's Office Costs	144.00	
86.33	Clerk's Expenses	44.89	
70.00	Hall Rent	74.25	
35.00	ICO - Data Protection Registration	35.00	
332.96	Insurance	370.96	
150.00	Internal Audit Fee	169.00	
-	Village Maintenance	35.00	
108.33	Miscellaneous	62.50	
-	Play Area Maintenance	400.00	
90.00	Play Area Inspection Fee	95.00	
316.00	S137 Grants/Donations	300.00	
190.67	Subscriptions	191.59	
-	Training	60.00	
50.00	Website Fee	50.00	
274.99	Play Area - Rubber Chippings	-	
-	ESC - Uncontested Election Fee	78.54	
325.27	Jubilee Plaque & Mugs	95.83	
131.53	VAT on payments	108.44	
4,878.08		5,123.00	
135.73	Surplus income over expenditure	(20.87)	
6,753.38	Balance b/f	6,889.11	
-	Transfer to reserves	-	
6,889.11	Balance c/f	6,868.24	
	Balance Sheet		
	Cash at Bank		
1,311.10	Current Account	856.70	
5,648.01	Business Saving Account	6,011.54	
-	Uncleared Receipts	-	
(70.00)	Uncleared Expenditure	-	
6,889.11		6,868.24	
2,020.97	General Reserves	2,061.54	
4,868.14	Earmarked Reserves	4,806.70	
6,889.11		6,868.24	
Authority as at 31st March 2024 and reflects its receipts and expenditure during the year.			
Signed	Charlotte Barbour - Chair		
Signed	Sally Chapman - Responsible Financial Officer		

Signed:

Date:

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Report from Andy Barringer - Chair, Cratfield Village Hall

Committee Overview –

At the AGM in November 2023 Andy Barringer took over from Natalie – Lloyd-Evans as Chairperson of Cratfield Village Hall – having previously been Vice Chair since 2021 and on the committee since 2018. Natalie still remains on the committee.

At the same time, Carolyn White stood down as Treasurer (and continues to remain on the committee) – replaced with Graham Nixey.

Rebecca Sannick stood down as Vice Chair – replaced by Jo Cerullo, Rebecca has now left the committee.

Booking secretary is Robert King and Helen Jerry is minutes secretary alongside managing the 100 Club with Carolyn White.

Other committee members are: Andrew Weight, Susannah Crawley, Andrew Webster, Derek Knight, Alison Banham and Paul Marfleet, with Caroline Marfleet as PC liaison and Clive Mobbs as PCC liaison.

Natalie Lloyd-Evans, Carolyn White and Rebecca Sannick were thanked for all their hard work over the years – with a message in the Village Magazine along with a card and small gift presented at the recent Pie & Pud event.

Following the changes of Chair, Vice Chair and Treasurer it has taken almost 6 months of protracted paperwork with Barclays to change the mandate for the Village Hall Banking.

The Charity Commission website was updated at the time.

Events

Pop Up Pub

This continues to be a great monthly community event, with a rota overseen by Caroline Wisby-Brown (not on the committee) and food by Cratfield Kitchen which helps bring in the customers. However, we do still continue to struggle for volunteers behind the bar from time to time.

We regularly ‘empty the barrel’ which is 74 pints, and have to do a monthly top up shop of wine, cider and soft drinks – so while there remains this interest in the Pop Up Pub, we will continue to provide it. All drinks are sourced and cross costed to ensure we are offering value for money and yet still making a small profit each time. Due to other commitments, Judith Mobbs is unable to provide food from June – September so we have lined up a number of other options – including a pizza van and the usual village hall BBQ in August which is always a huge success.

Various issues over the past 6 months with Barclays and their card payment device has resulted in us processing all card payments through a Zettle device, and we have recently purchased a replacement tablet for this also as the previous tablet was starting to become unreliable.

Photographic Competition

A format which has changed slightly over the years and is still a very well supported event – providing income from both the entry fees and the sale of the resulting calendar. This year we are having a ‘peoples choice’ award – where visitors on the Friday preview evening will vote for their favourite to go on the front of the calendar.

We are also looking to extend the event over the weekend after the preview night as it is a huge amount of work for only a few hours for the photos to be seen.

Dog Show

(At the time of writing as this report will be submitted before the dog show) Back for its 11th year, this year running the event has been split between Rebecca Sannick running the show part of the day and Andy Barringer overseeing the catering, volunteers and everything else. We are offering a breakfast option for the first time and a small bar from lunchtime onwards. It takes one huge event like the upcoming dog show just to cover the

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annual insurance costs - let alone the monthly overheads. We are not sure of Rebecca's plans re any future dog shows.

Pie & Pud Night

Held in March earlier this year it was the usual success and we look forward to setting another food themed evening when we set our dates for 2025 at the next AGM in November.

Village Hall Talks

Andrew Weight has joined the committee to take over from Paul Marfleet in running these talks. Our next one 'From London to Kathmandu on a Double Decker Bus' is scheduled for the 27th July and tickets are already selling fast.

Christmas Fair

The 2023 fair was a huge success again, with most stall holders looking to book at the same time for next year. As yet, we have not set a date for the 2024 Christmas Fair – but most likely will be the first Sunday in December.

Other Events / Hires

Alongside occasional private hires for parties, we have the bowls club who meet every other Tuesday and a band who rehearse once a month.

Due to other commitments, Paul has not managed to organise an Acoustic Night yet this year – however we are planning one for this year – towards the autumn

The band who rehearse once a month have offered to put on a free 'gig' at the Village Hall – we will discuss this at our next meeting.

We are looking to a classic car-based event for 2025 to introduce something new to the diary of events – date and exact type of event TBC

100 Club

Numbers fell for the 100 Club renewals in 2023, however for the renewals this year we have 2 full page adverts in the village magazine and more explanation on the forms which will be coming out in the June Village Magazine.

Booking System

We have reviewed the booking policy, rates and procedures and implemented a new system, looking at contracts and paperwork used by a wide number of other village halls in the area.

There is now a discounted rate (for 'community events' such as bowls club) alongside the local hire rate and non-local hire rate. We have reviewed other village hall offerings as part of a competitor analysis to ensure we remain competitive in terms of hire rates and facilities and there has been a small increase in the hourly rate – the first in many years. We continue to offer half / full day discounted rates and a charity rate.

Insurance

When the renewal fell earlier this year, we approached committee member Andrew Webster to assist with the renewal process - Andrew has a long career and wealth of experience working in the insurance industry. His help was invaluable in reviewing the cover, items and limits and we were able to renew for only £56 increase on last year. Previously we have had a c£150 increase year on year for the past 4 years.

Insurance for the year to 2024/25 renewal stands at just under £1200.

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Infrastructure

The hall is in a good condition following several improvements over the year – funded by grants from the Heveningham Hall County Trust (HHCT.) At the end of 2023 we put in a new request for a grant to fund two improvements -

The first was to replace the tired and worn-out flooring in the bar area and back kitchen. With the Pop Up Pub providing the majority of income for the Village Hall, this area receives quite heavy traffic every time, spilled drinks and so forth.

The second was to renew the back access slope to the kitchen / back lobby.

The application included photos of the areas, a description of the work required and 3 quotes for each project. Following an exchange of e-mails and a site visit, HHCT have granted funding for the replacement flooring, but not the slope – which we have had to pay for out of Village Hall reserves – leaving us quite short in case of any emergencies.

The replacement floor will be laid in June 2024 and HHCT will be thanked on the village Facebook page and in the village magazine.

The replacement flooring will be a commercial grade LVT (luxury vinyl tile) which looks like wood.

The slope replacement came about as Chair Andy Barringer discovered the Village Hall EICR certificate was 5 years out of date when we received a visit from Stuart Hunter – Fire Safety inspector / Watch Manager (Ipswich) who was invited to assess and review the fire precautions and systems at the Village Hall.

The EICR certificate covers all the hard-wired electrics at the Village Hall (not PAT tested appliances) and we discovered 5 faults which needed rectifying – including 1 with the defibrillator and how it had been installed at the Village Hall. All these faults are now rectified and we have a ‘pass’ certificate valid for the next 5 years.

Stuart Hunter pointed out the back slope by the rear kitchen/lobby was failing – the mortar was crumbling, bricks failing and the slope was ‘sinking’ and cracked in several places and no longer safe to use or fit for purpose and his recommendation was for immediate replacement due to the health and safety risks in continuing to use the slope.

We are also hugely thankful to Dan & Linzi Elford as volunteers for mowing the grass and strimming around the Village Hall which keeps it tidy and presentable at all times.

Electricity

Over winter we received a number of excessively large electricity bills. A long investigation was carried out and the fault was traced back to the old heaters in the toilets – which when on ‘frost’ setting’, would still use a huge amount of electricity. The policy is now to leave these turned off – with a member of the committee calling in the hall to switch them onto frost setting only when we have a series of night temperatures below freezing until we can afford to replace them.

Charity Commission

The annual return for the charity commission was submitted on time back December last year through the online portal. At the same time, the trustees were changed to reflect the new Chair, Vice Chair and Treasurer.

Policies

As part of submitting the annual return for the Charity Commission we had to complete a tick box exercise on all the policies the Village Hall hold – such as our Financial Policy, Anti Bullying Policy, Social Media Policy, Complaints Policy and so forth. These are on file – but were written by Bob White when Treasurer back in 2016. There is now a working party headed by Jo Cerello to ensure these policies are up to date.

End of Report

Signed:

Date: