

POULSHOT PARISH COUNCIL

**MINUTES OF THE
EXTRAORDINARY
FULL COUNCIL MEETING
HELD IN THE HUNLOKE HALL
FRIDAY 25TH OCTOBER 2024 AT 6.00 PM**

PRESENT: Cllr Mike Davis (Chairman)
Cllr Liz Bissett (Vice Chairman)
Cllr Dan Scott
Cllr Chris Dyke
Cllr Tim Hues

OFFICER: Jeannette Young (Clerk)

PUBLIC PARTICIPATION: 1 member of the public was in attendance

A statement from the member of the public who was in attendance was received with the main points being how annoyed and disappointed they were over the following state of repair of the village.

- Potholes
- Litter
- Overgrown vegetation covering pavements
- Speeding traffic
- No investment in infrastructure
- Flouting of Planning laws
- Drains overflowing

It was explained that most of these issues were out of the Parish Councils control and that all issues should be reported to Wiltshire Council using the MyWilts online reporting app. Members declared that they do help with and report issues, however residents should also take some ownership and report any matters they are concerned about. It was also stated that Wiltshire Councillor Tamra Raey was also very approachable and should be at the next meeting.

64/24/25 Apologies

Apologies were received from Cllr Jeffries and Cllr Church.

POULSHOT PARISH COUNCIL

65/24/25 **Declarations of Interest**

Cllr Hues declared that he was mentioned in the grant application for firework night and therefore would not be voting.

66/24/25 **Minutes**

It was proposed by Cllr Bissett, seconded by Cllr Davis and UNANIMOUSLY RESOLVED to confirm the Minutes of the meeting of the Parish Council held on 10th September 2024 as a true record. The Minutes were duly signed by the Chairman Cllr Davis.

67/24/25 **Permission Request for use of the Green Garden**

A request had been received for permission to use the Green Gardens for Fireworks on the 3rd of November 2024 from 17:00 to 19:00. After consideration of the request it was proposed by Cllr Bissett, seconded by Cllr Dyke and RESOLVED to give permission to the Fireworks group in unison with the Village Hall Trust to use the Green Gardens for a firework display and bonfire event, for the residents of Poulshot on the 3rd of November from 17:00 to 19:00 on provision of proof of insurance and a risk assessment.

68/24/25 **Grant Application for Fireworks**

Following a received grant application from the newly form Fireworks Group in unison with the Village Hall Trust, requesting £600 for fireworks and £150 for hot dogs, and beverages, making £750 in total. Members discussed this in detail and felt that any donations received at the event be held to help fund next years Firework event. After advising evidence of public liability insurance and a thorough risk assessment must be received prior to the event, it was proposed by Cllr Davis Seconded by Cllr Dyke and RESOLVED to award £750 to be paid into the Village Hall Trust bank account for provision of Fireworks, food and soft beverages, with funds to come from the Community Fund, all agreed on provision of proof of insurance and a thorough risk assessment being provided before the release of funds.

Scoring 48 /63

Awarded under the General Power of Competence.

Meeting ended at 18:35

Signed.....Date.....

October Rural Police Community Update

Looking at the reports we have had for your areas I am pleased to say we do not have any trends causing concern. In total across the area we have had 63 CRIMES and 101 INCIDENTS reported (these include police admin, welfare checks, probation tasks so not all community related).

NOTABLE CRIMES

X1 burglary in Winsley- this was a dwelling burglary and it was suspected the offenders broke in looking for car keys. Patio doors were damage to allow entry/exit.

X1 burglary in Holt- this is a non dwelling burglary whereby a bike has been stolen from the garage.

X1 burglary in Berryfield- this is a non dwelling burglary where £500 worth of tools were stolen from a shipping container.

X1 burglary in Bowerhill- this was a dwelling burglary with forced entry to the address.

There does not appear to be a series forming with these burglaries but please advise all in your areas to be vigilant with their personal security as the darker nights roll in. I'll add more entries to our Facebook page with security tips. If there are residents and addresses on in your area you feel may be particularly vulnerable to burglary please let us know and we can visit.

UPCOMING EVENTS AND DATES

10th OCT- PC Miller will be on foot patrol in Bradford on Avon for the market. If you see her do approach with any questions or queries you may have.

PC Jackson will be popping in to the Bradford on Avon youth club.

PCSO Dybowska and Walters will be presenting to St George School in Semington the 'People who help us' lesson plan.

15th OCT- PCSO Walters will be dropping into the Chatty Café at Melksham Campus

19th OCT- PC Coombs and PCSO Dybowska will be holding their drop in surgery at King George Playing Fields, Melksham (next to the café)

I am looking to hold some bike marking events at some point this month- I will ensure you are all contacted regarding these dates as well as post them on our social media pages.

Poulshot Parish Council

DRAFT

Village Survey and Maintenance

Working Group Notes

14th October 2024

6.30pm Via Zoom

Membership

Village Maintenance. (Maint)	Chair (M Davis) T Hues D Scott
Village Survey	Vice Chair (L Bissett) C Church N Jeffries C Dyke

Present: Jeannette Young, - Proper Officer

1. Election of Chair for the meeting

The Chairman, Cllr Davis was in attendance and therefore chaired the meeting

2. Apologies

Apologies were received from Cllr Jefferies and Church.

No attendance by Cllr Dyke.

Substitutions were made by Cllrs Hues and Scott for Cllrs Jefferies and Church on the Survey Working Group.

3. Declarations of Interest

There were no declarations of interest.

4. The Royal Society for the Prevention of Accidents –(RoSPA) Regarding the Village Playground.

Following further explanation of the RoSPA and confirmation of the issues raised, discussions were had about repositioning the bench away from the Rocking Horse. It was felt that the bench should remain and be positioned either by the Slide or under the trees. There was concern about the amount of moss on the ground, with frustration that the last treatment of it had not worked also, that if a contractor was employed to clear it, they would do no different to what had already been done. It was agreed that the toddler swing

Poulshot Parish Council

seats, need replacing. It was therefore agreed to RECOMMEND to Council that,

- The swing seats should be replaced, with Cllr Bissett obtaining 3 quotes
- The Bench should be repositioned
- There should be a further attempt to remove the moss by the working group, date to be agreed.

AOB.

Tree Survey

Cllr Bissett confirmed that she was struggling to obtain a third quote. Several names of tree surgeon were suggested.

Allotments

No response had been received from the first person on the waiting list, therefore the plots would be offered to other residents on the list.

Allotment Fencing

Names of fencing companies were offered to enable Cllr Bissett to obtain quotes on behalf of Cllr Dyke who was not in attendance.

POULSHOT PARISH COUNCIL

PERMISSION TO USE THE VILLAGE GREEN AND THE GREEN GARDENS FOR AN EVENT

Poulshot Village Green and the Green Gardens (hereafter referred to as 'the Green') are owned by Poulshot Parish Council on behalf of the village. They are areas for the enjoyment of the whole community and are surrounded by residential properties. The Parish Council is responsible for managing the use of the Green for Events.

REQUESTS FOR USE OF THE GREEN

- All requests for use of the Green must be made in writing to the Parish Clerk at least 2 months prior to any event-taking place. Any other request will be at the discretion of the Parish Council.
- The Green may only be booked by Poulshot residents or those with a close association with Poulshot.
- The Green may only be used for private events. Any request of a commercial nature (e.g. fund-raising for a local charity) will be considered on their merit.
- All requests must detail the exact nature of the event to take place.
- The Green is the responsibility of the user throughout the event and this includes:
 - Ensuring the event is properly supervised.
 - Ensuring that local residents are not troubled in any way (e.g. through rowdy behaviour, loudspeakers, bright lights)
 - Ensuring that no damage takes place as a result of the event.
 - If in the opinion of Parish Council any damage has been caused, then this will be rectified at the expense of the user.
 - Ensuring Public Liability Insurance (if required) is in place. A copy to be provide to the Parish Council prior to the event.
 - Ensuring any Liquor or Public Entertainment License (if required) is in place. A copy to be provided to the Parish Council prior to the event.
- No vehicles are allowed on the Green without the prior permission of the Parish Council.
- No overnights stays are permitted on the Green (no camping, no caravans). Everyone must leave the Green by Midnight at the latest.
- No charge may be made by the user for any event on the Green without prior consent of the Parish Council.
- All rubbish to be removed from the area immediately after the event.
- Any pre-event work requested (e.g. grass cutting) will be charged.
- Any post-event work (e.g. litter clearance) required will be charged.

Name of the Event: VINTAGE VEHICLE GATHERING Date of Event: WEDNESDAY 18th JUNE 2015

Signed by the Hirer: _____ Signed on behalf of Poulshot Parish Council: _____

Organisation: DUDLEY KEITH DAY

Address of Hirer: _____

Email: _____

Telephone Number: _____

POULSHOT PARISH COUNCIL

PERMISSION TO USE THE VILLAGE GREEN AND THE GREEN GARDENS FOR AN EVENT

Poulshot Village Green and the Green Gardens (hereafter referred to as 'the Green') are owned by Poulshot Parish Council on behalf of the village. They are areas for the enjoyment of the whole community and are surrounded by residential properties. The Parish Council is responsible for managing the use of the Green for Events.

REQUESTS FOR USE OF THE GREEN

- All requests for use of the Green must be made in writing to the Parish Clerk at least 2 months prior to any event-taking place. Any other request will be at the discretion of the Parish Council.
- The Green may only be booked by Poulshot residents or those with a close association with Poulshot.
- The Green may only be used for private events. Any request of a commercial nature (e.g. fund-raising for a local charity) will be considered on their merit.
- All requests must detail the exact nature of the event to take place.
- The Green is the responsibility of the user throughout the event and this includes:
 - Ensuring the event is properly supervised.
 - Ensuring that local residents are not troubled in any way (e.g. through rowdy behaviour, loudspeakers, bright lights)
 - Ensuring that no damage takes place as a result of the event.
 - If in the opinion of Parish Council any damage has been caused, then this will be rectified at the expense of the user.
 - Ensuring Public Liability Insurance (if required) is in place. A copy to be provide to the Parish Council prior to the event.
 - Ensuring any Liquor or Public Entertainment License (if required) is in place. A copy to be provided to the Parish Council prior to the event.
- No vehicles are allowed on the Green without the prior permission of the Parish Council.
- No overnights stays are permitted on the Green (no camping, no caravans). Everyone must leave the Green by Midnight at the latest.
- No charge may be made by the user for any event on the Green without prior consent of the Parish Council.
- All rubbish to be removed from the area immediately after the event.
- Any pre-event work requested (e.g. grass cutting) will be charged.
- Any post-event work (e.g. litter clearance) required will be charged.

Name of the Event: POULSHOT FETE Date of Event: 28 June 2025

Signed by the Hirer: Kate Hunkle Signed on behalf of _____

Organisation: POULSHOT FETE COMMITTEE Poulshot Parish Council: _____

Address of Hirer: _____
Personal Information Redacted

Email: _____

Telephone Number: _____

Poulshot Parish Council

GRANT APPLICATION FORM

If you are completing this form by hand, please complete all sections using black ink to enable this form to be photocopied.

Name of Organisation:	Poulshot Village Hall																
What does your organisation do?	Village Hall for hire / events in Poulshot + local area																
When was your organisation formed?	1979																
Is your organisation a registered charity? If yes, please give charity number:	Yes/ No 280765																
Briefly describe the project or purpose for which you require a grant and its link to the community or residents of Poulshot:	<p>Village hall electric costs have typically been around £2400 per year. In March 2023, the per unit contract tripled during the energy crisis. Our cost for 2023 was £7000. Our supplier has us on a variable, non-contract rate due to a debt on the bill meaning we are paying above market rates. We are carrying a £2400 debt on the account and due to on-going higher than contract rate costs, we can only continue to pay the month to month bills. We cannot afford to reduce the debt without a more favourable contract rate, and cannot change contract rate due to the debt. We cannot move suppliers.</p> <p>The supplier has indicated they will pursue the outstanding debt via courts. Our advisors have indicated they are likely to unsuccessful but this is not guaranteed.</p> <p>We would like an affordable loan for £2400 to be paid back at £100/month of 24 months, 0%</p>																
Approximately, how many people in the parish do you expect to benefit from this project?	<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 50%;">Age groups</th> <th style="width: 50%;">Number Benefiting</th> </tr> </thead> <tbody> <tr> <td>Under 18</td> <td></td> </tr> <tr> <td>18-35</td> <td></td> </tr> <tr> <td>36-50</td> <td></td> </tr> <tr> <td>50+</td> <td></td> </tr> <tr> <td>Special or minority groups (please specify)</td> <td></td> </tr> <tr> <td colspan="2" style="text-align: center;">All villagers - the VH will need to at least close Oct - March as the electric is unaffordable</td> </tr> <tr> <td colspan="2">Total.....</td> </tr> </tbody> </table>	Age groups	Number Benefiting	Under 18		18-35		36-50		50+		Special or minority groups (please specify)		All villagers - the VH will need to at least close Oct - March as the electric is unaffordable		Total.....	
Age groups	Number Benefiting																
Under 18																	
18-35																	
36-50																	
50+																	
Special or minority groups (please specify)																	
All villagers - the VH will need to at least close Oct - March as the electric is unaffordable																	
Total.....																	
Group Analysis for Benefit. Under which category you would like your application to be considered?	<ul style="list-style-type: none"> <input checked="" type="checkbox"/> Village Residents and Groups <input type="checkbox"/> Enhancing the Environment of Poulshot <input checked="" type="checkbox"/> Sports and Recreation <input type="checkbox"/> Highways and Transport <input checked="" type="checkbox"/> Community Events 																

POULSHOT PARISH COUNCIL

<p>What is the identified benefit of your proposal?</p>	<p>Continued successful operation of the hall by enabling the committee to negotiate a new contract with a new supplier</p>
<p>What size of grant are you seeking? (<i>The Council cannot make a determination if the amount is not indicated</i>)</p>	<p>£ 2400 (as a loan)</p>
<p>What is the total cost of the project for which you are seeking a grant? (<i>Please include budget</i>)</p>	<p>£ 2400</p>
<p>If you are not applying for the full amount, please specify where the remaining funds will come from.</p>	
<p>Have you applied for, or do you plan to apply for a grant in respect of this project to any other organisation? (<i>including Local Authorities</i>)</p>	<p>Yes/No</p> <p>There are no grants to repay retrospective costs for commercial electric</p>
<p>If YES. Please give the following details: Please include details of all applications both successful and unsuccessful.</p>	<p>Organisation-</p> <p>Purpose-</p> <p>Successful (Y/N)</p> <p>Amount Received £</p>

POULSHOT PARISH COUNCIL

<p>Please give details of your organisation's own fund-raising efforts:</p>	<p>Revenue of £5800, majority raised by hall rental.</p> <p>Costs of £12500</p>
<p>When do you intend your project to start?</p>	<p>Outstanding bill needs to be paid by end of November to avoid sanctions, such as cessation of supply</p>
<p>How will you measure the success/benefit of your project?</p>	<p>Debt is paid.</p>
<p>Is your organisation part of, or affiliated to, any national organisation? If yes, please give details:</p>	<p>Yes/No</p> <p>ACRE</p>
<p>Please add any supplementary information in support of your application. (Additional literature, leaflets or recent annual reports may be enclosed with the application)</p>	
<p>Have you previously received, or applied for a grant from Poulshot Parish Council?</p>	<p>Yes/No</p>
<p>If yes, please give details of amount(s), year(s) and purpose :</p>	<p>£2500 November 2016 (Facias) £1700 July 2018 (Facias) £1100 Feb 2019 (Door)</p>

POULSHOT PARISH COUNCIL

If applicable, please include a brief statement about your safeguarding arrangements and how you keep people safe. You should supply a copy of your Safeguarding Policy and Procedures where you are working with children or vulnerable people. *(We reserve the right to receive two references for grant applications involving children and young people and we reserve the right to make checks with safeguarding at Wiltshire Council).*

<https://www.poulshotvh.com/governance>

Please note that if the grant is to be used to purchase costly equipment a statement will be requested confirming insurance of such equipment.



POULSHOT VILLAGE HALL Constitution & Governing Document

Poulshot Parish Hall, Wiltshire,

Registered Charity No 280765

THE FIRST SCHEDULE

1. (i) The Property hereby conveyed (hereinafter called "The Trust Property") shall be held upon trust for the purpose of a village hall for the use of the inhabitants of the parish of Poulshot in the County of Wilts (hereinafter called the area of benefit) without distinction of political or religious or other opinions including use for meetings lectures and classes and for other forms of recreation and leisure—time occupation with the object of improving the conditions of life for the said inhabitants.

(ii) The Charity shall be administered in conformity with the provisions of this Deed by the committee of management hereinafter constituted (and hereinafter called "the Committee") who shall be the Charity Trustees of the Charity within the meaning of Section e6 of the Charities Act 1960 Provided That until the end of the first annual General Meeting to be held after the date of this Deed the Charity shall be administered in accordance with the provisions of this Deed by the following persons:

The Trustees

Joseph Baber	William George Ford
Wilfred Bandy	Brig. Peter C. Hinde D.S.O.
William Beckwith	Mrs. Virginia J. Pawlyn
Michael Bowden	William Vowles
Derek W.F. Bullen	John Scammell
Ivor A. Butler	Miss S. Stevenson
Allen J. Webber	Ivor Sault

2. The Trustees and all persons holding any property of the Charity shall take such steps as may be necessary for the purpose of vesting in the Official Custodian for the Charities all freehold and leasehold lands and other property at any time belonging to the Charity

3. (i) Except as hereinafter in this Clause provided the Committee shall consist of up to ten elected members and up to five appointed (or representative) members and may not include more than two co-opted members

- (ii) The elected members (other than those appointed under sub-clause (viii) of this clause to fill casual vacancies) shall be elected at the Annual General Meeting as this Deed provides
- (iii) The charity trustees shall maintain a list of user bodies that they consider to be supportive of the charity's objects and which have indicated a wish to appoint a charity trustee of the charity. Each listed user body shall have the right to appoint one charity trustee. Any such appointment shall ordinarily be notified in writing to the secretary of the committee not more than one month before the Annual General Meeting: Provided that an organisation which fails to appoint a charity trustee before such meeting shall make the appointment as soon as practicable thereafter
- (iv) Co-opted members shall be appointed at a duly constituted meeting of the Committee
- (v) Subject to the provisions of sub-clause; (vi) and (vii) of this clause the period of office of members shall commence: -
 - (a) In the case of elected members at the end of the Annual General Meeting at which they were elected;
 - (b) In the case of appointed (or representative) trustees appointed before the Annual General Meeting in any year, at the end of that meeting or, in the case of an appointed (or representative) trustee appointed after such Annual General Meeting or to fill a casual vacancy, on the day on which notification of his/her appointment is received by the Secretary.
 - (c) In the case of co-opted members from the date of their co-option
- (vi) All members of the Committee shall retire from office together at the end of the Annual General Meeting next after the date on which they came into office, but they may be re-elected or re-appointed
- (vii) In the event of any application for representation on the Committee being received from any existing or newly-formed organisation operating in the area of benefit the Committee may upon a resolution supported at a duly constituted meeting of the Committee by the votes of a majority of not less than two-thirds of all the members of the Committee allow such organisation to appoint a representative member of the Committee in the same manner as if such organisation had been named in sub-clause (iii) of this clause
- (viii) Upon the occurrence of a. casual vacancy the Committee shall cause a note thereof to be entered into their Minute Book at the next meeting and if in the office of

representative member it shall be notified, as soon as possible to the proper appointing organisation A casual vacancy in the office of elected member may be filled by the Committee and the period of office of an elected member elected to fill a casual vacancy shall commence at the end of the meeting at which he was so elected

- (ix) The constitution of the Committee hereinbefore provided may on the application of the Committee be altered from time to time by order of the Charity Commissioners or the Secretary of State for Education and Science (hereinafter called "the Secretary of State")
4. The proceedings of the Committee shall not be invalidated by any failure to appoint any defect in the appointment election. or qualification of any member
 5. No person shall be entitled to act as a member of the Committee whether on a first or on any subsequent entry into office until after signing in the Minute book of the Committee a declaration of acceptance and of willingness to act in the trusts of this Deed
 6. Except in special circumstances with the approval in writing of the Charity Commissioners or the Secretary of State no member of the Committee shall take or hold any interest in any property belonging to the Charity otherwise than as a trustee for the purposes thereof or receive any remuneration or be interested in the salary of work or goods at the cost of the Charity
 7. Any member who is adjudged bankrupt or who makes a composition or arrangement with his creditors or who is incapacitated from acting or who communicates in writing to the Committee a wish to resign shall thereupon cease to be a member
 8. The Committee shall hold at least two ordinary meetings in each year. A special meeting may be summoned at any time by the Chairman or any two members upon clear seven/days' notice being given to all the other members of the matters to be discussed
 9. The Committee at their first meeting in each year after the Annual General Meeting shall elect one of their number to be Chairman of their meetings and may elect one of their number to be Vice-Chairman. The Chairman and Vice-Chairman shall, continue in office until their respective successors are elected. If the Chairman is absent from any meeting the Vice-Chairman (if any) shall preside; otherwise the members present shall before any other business is transacted choose one of their number to preside at that meeting
 10. Every matter shall (except as in this Deed provided) be determined by the majority of the members of the Committee present and voting on the question. In case of equality of votes the Chairman of the meeting shall have a second or casting vote.

11.
 - (i) There shall be an annual General Meeting in connection with the charity which shall be held in the month of April in each year or as soon as practicable thereafter
 - (ii) All inhabitants of the area of benefit of eighteen years of age and upwards shall be entitled to attend and vote at the Annual General Meeting
 - (iii) The first Annual General meeting after the date of this Deed shall be convened by the persons named in clause 1.(ii) hereof and subsequent Annual General meeting by the Committee. Public notice of every Annual General Meeting shall be given in the area of benefit at least fourteen days before the date thereof by affixing a notice to some conspicuous part of the trust property or other conspicuous place in the area of benefit and by such other means as the conveners think fit
 - (iv) The persons who are present at the first Annual General Meeting after the date of this Deed shall before any other business is transacted appoint a chairman of the meeting. The Chairman of subsequent annual General Meetings shall be the Chairman for the time being of the Committee. In his absence the Vice-Chairman (if any) shall take the chair but if neither is present the persons present shall before any other business is transacted appoint a chairman of the meeting. In case of equality of votes the chairman of the meeting shall have a second or casting vote
 - (v) The Committee shall present to each Annual General Meeting the report and accounts of the Charity for the preceding year
12. The Committee shall cause all the buildings and other property of the Charity at all times to be kept in repair and sufficiently insured against fire theft public liability and other Insurable risks
13. After satisfying its obligations under clause 12 hereof the Committee shall as and when it thinks fit apply the net yearly income for the purposes of the Charity.
14. Any sum of cash at any time belonging to the Charity and not needed as a balance for working purposes shall (unless otherwise directed by the Charity Commissioners or the Secretary of State) be invested
15. The Committee may receive any additional donations or endowments for the general purposes of the Charity and it may also accept donations or endowments for any special objects connected with the Charity not inconsistent, with the provisions of this Deed.
16. The Committee shall provide and keep a minute book and books of account. All proper statements of account in relation to the Charity shall in each year be prepared as prescribed by

Section 32 of the Charities Act 1960 and copies thereof shall be sent to the Parish Council (or chairman of the Parish Meeting) of Poulshot

17. The Committee may with the consent of the Charity Commissioners or the Secretary of State from time to time by mortgage or otherwise obtain such advances on the security of the trust property or any part thereof as may be required for maintaining extending or improving the same or any part thereof or erecting any building thereon or for the work carried on therein and may continue or may repay in whole or in part and from time to time any existing mortgage or charge on the trust property
18. If the Committee decides at any time that on the ground of expense or otherwise it is necessary or advisable to discontinue the use of the trust property in whole or in part for the purposes stated in clause 1 it shall call a meeting of the inhabitants of the age of eighteen years or upwards of the area of benefit of which meeting not less than fourteen days' notice (stating the terms of the resolution that will be proposed thereat) shall be posted in a conspicuous place or places on the trust property and advertised in a newspaper circulating in the area of benefit and if such decision shall be confirmed by three-quarters of such inhabitants present and voting at such meeting the Committee may with the consent of the Charity Commissioners or the Secretary of State let or sell the trust property or any part thereof. All moneys arising from such letting or sale (after satisfaction of any liabilities properly payable thereout) shall with such consent as aforesaid be applied either in the purchase of other property approved the Committee and to be held upon the trusts for the purposes and subject to the provisions hereinbefore set forth (including this power) or as near thereto as circumstances shall permit or towards such other charitable purposes or objects for the benefit of the inhabitants of the area of benefit as may be approved by the Charity Commissioners or the Secretary of State and meanwhile such moneys shall be invested and any income arising therefrom shall either be accumulated (for such time as may be allowed by law) by investing the same and the resulting income thereof in like manner as an addition to and to be applied as the capital of such investments or shall be used in furthering the purposes specified in this Deed
19. Within the limits prescribed by this Deed the Committee may from time to time make and alter the rules for the management of the Charity and in particular with reference to
 - (a) the terms and conditions upon which the trust property may be used by persons or bodies other than the Committee for the purposes specified in this Deed and the sum (if any) to be paid for such use
 - (b) The deposit of money at a proper bank and the safe custody of documents;
 - (c) The appointment of an auditor;

- (d) The engagements and dismissal of such officers servants and agents as the Committee may consider necessary and the payment of such persons (not being members of the Committee).
- (e) The summoning and conduct of meetings including the number of members who shall form a quorum thereat: Provided that at meetings of the Committee the quorum shall not be less than one-third of the total number of the members for the time being



POULSHOT VILLAGE HALL

Vulnerable Persons Protection Policy

Poulshot Parish Hall, Wiltshire,

Registered Charity No 280765

The Lead Trustee is: Karl Shuttleworth

POLICY STATEMENT

Philosophy

We believe that every person, regardless of age or circumstances has a right to be protected from harm and to feel safe and respected.

Principles

1. Everyone using the Village Hall has a duty to protect vulnerable users of the hall and others who come into contact with them on the hall's premises and we must respond to concerns regarding physical, sexual, emotional or psychological safety and financial or other exploitation of vulnerable persons.
2. All hirers, as part of the general conditions statement on the contract, agree to comply with this policy.
3. Everyone using the hall will ensure that they maintain a secure and safe environment for vulnerable users by full compliance with all the safety requirements under the act, by regularly recording and monitoring of safety and risk assessments.
4. We ensure that all volunteers are protected from abuse and have a clear reporting procedure.

Procedures

All commercial hirers specifically providing facilities for vulnerable people must have a policy in place. The Village Hall's policy must be displayed at all times. The Village Hall maintains a Vulnerable Users representative whose role is to promote and consider the needs of vulnerable users at all our meetings. This person is Karl Shuttleworth who can be contacted by phone on 07736 034616. Hall volunteers will take particular care when dealing with vulnerable users and alcohol.

REVIEW

This policy will next be reviewed as necessary but at least annually.



Poulshot Parish Hall Charitable Trust, operating as Poulshot Village Hall Trust Committee

Website: <http://poulshotvh.com> **Facebook:** poulshotvh **Twitter:** @poulshotvh
Bookings: 01380 828206 bookings@mypoulshot.com **What3Words:** sugar.verdict.highlight

Registered Office: 72 The Green, Poulshot
Physical Location: The Green, Poulshot

Secretary: Mr. Giles Morgan

POULSHOT PARISH COUNCIL BUDGET
DRAFT BUDGET 2025/2026

DRAFT Presented at 14 Nov 24 Full Council Meeting

VAT rate @

Item	20%	2024/2025 Budget	To Date Spend	2024/2025 % of Forecast	2024/2025 Forecast	2025/2026 Budget	Change (24/25 Forecast v Budget 25/26)	Comments / Justification
		£	£	£	£	£	£	
Salary		£ 3,564.00	£ 2,079.00	58%	£ 3,600.00	£ 4,408.56	£808.56	Clerk anticipated 26hrs pcm approx 6.5hrs per week. Budget showed £13.50per hr, increased to £14.13
Salary Pay Increase Allowance	5%	£ 71.28	£ -	0%	£ 212.94	£ 220.43	£7.49	4.67% was FY24/25 rise - fixed rates
Staff Pension at 3%	3%	£ -	£ -	-	£ -	£ -	£0.00	Below threshold of earnings set at £520 pcm or £120 per week. Otherwise this would be 3% minimum.
Employer's National Insurance	15%	£ -	£ -	-	£ -	£ 150.00	£150.00	Much should be Below LEL (GBP5000) so = 0% Estimate GBP1000 over so 15%
Overtime		£ 1,944.00	£ 332.62	17%	£ 1,944.00	£ 850.00	£-1,094.00	Clerk Overtime set at about 5hrs per month, as hours not increased. 5*14.13*12=847.8
Allowance/Expenses		£ 260.00	£ 189.68	73%	£ 260.00	£ 260.00	£0.00	Clerk travel Councillors expenses for training courses (not course fees), stationary, stamps, printer ink, etc.
Legal		£ 500.00	£ -	0%	£ 500.00	£ 500.00	£0.00	Based on need to be able to seek legal advice on land, community fund, audit or other matters.
Wages Accountancy		£ 168.00	£ 114.50	68%	£ 168.00	£ 198.00	£30.00	£16.50 pcm incl VAT from Chartton Baker.
Subscriptions		£ 450.00	£ 301.06	67%	£ 400.00	£ 400.00	£0.00	NALC/WALC/SLCC (150) OpenSpaces (50)/MS Office(60)/Norton(60) Virgin Mobile (60)
Insurance		£ 286.20	£ 286.20	100%	£ 286.20	£ 286.20	£0.00	3-year policy reduced payments of £286.20 pa.
Training		£ 200.00	£ -	0%	£ -	£ 200.00	£200.00	Reduced as most WALC provided training is free. Despite no used, left in for new councillors
Hire of Village Hall		£ 300.00	£ 164.00	55%	£ 300.00	£ 360.00	£60.00	6 Planned meetings and 4 extra meetings @ £36 each (3 x £12/hrs)
Audit		£ 478.80	£ 312.00	65%	£ 312.00	£ 478.80	£166.80	£399 plus VAT fixed for 3 years
Election Costs		£ 175.00	£ 175.00	100%	£ 175.00	£ 175.00	£0.00	
Grass Cutting		£ 2,415.00	£ 1,783.20	74%	£ 2,415.00	£ 2,777.25	£362.25	Estimated cost at 15% increase on 24/25 Costs
Hedge Trimming Green Gardens		£ 250.00	£ 375.00	150%	£ 375.00	£ 400.00	£25.00	
Tree Work		£ 500.00	£ -	0%	£ 445.00	£ 500.00	£ 55.00	No tree work was conducted in 20/21, 21/22, 22/23. Planned spend in 23/24 = GBP445
Pond Weed Clearance		£ 450.00	£ 336.00	75%	£ 336.00	£ 350.00	£14.00	Previously conducted by Village Trust - Professional Contractor required (NewZealand Pigmy Weed) Reduced if just skip costs
New Land - HGF field		£ 600.00	£ -	0%	£ -	£ 400.00	£400.00	Basic maintenance - one area cut and perimeter hedge cut. Weed spray. Reduced to £600
Grounds Maintenance Sub-Total		£ 4,215.00	£ 2,494.20	£ 2.99	£ 3,571.00	£ 4,427.25	£856.25	
Website current is £18 pcm		£ 540.00	£ 486.04	90%	£ 540.00	£ 580.00	£ 40.00	
Repairs/Maintenance		£ 250.00	£ 93.60	37%	£ 93.60	£ 250.00	£ 156.40	Work is required on gates and fences in Green Gardens, other general works. Play ground inspections
Water Bill Green Gardens		£ 50.00	£ 39.70	79%	£ 60.00	£ 60.00	£ -	charged DD every 6 months.
Grants to village organisations		£ 300.00	£ -	0%	£ -	£ -	£ -	Peggles, Fete and others... Aim to use community fund, GBP1316 used in 24/25
Extra-Ordinary Grant Queen's Jubilee		£ -	£ -	0%	£ -	£ -	£ -	Paid by Community Fund
Defibrillator - No monthly charges		£ -	£ -	0%	£ -	£ -	£ -	Paid by Community Fund
Expenditure Total		£ 13,752.28	£ 7,067.60	51%	£ 12,422.74	£ 13,804.24	£ 1,381.50	
Community Infra Levy		£ -	£ -	0%	£ -	£ -	£ -	Waiting on Fence for allotments
Expected VAT Recovery		£ 1,200.00	£ -	0%	£ 1,200.00	£ 1,300.00	£ 100.00	Increased to account for recovery on Green Maintenance
Allotment Income		£ 100.00	£ 100.00	100%	£ 100.00	£ 100.00	£ -	Increase allotment charge to £25 per year FY24/25.
Income Total		£ 1,300.00	£ 100.00		£ 1,300.00	£ 1,400.00	£ 100.00	
Net Spending		£ 12,452.28	£ 6,967.60		£ 11,122.74	£ 12,404.24	£ 1,281.50	
Contingency		£ 2,347.72	Estimate unspent	0.8%		£ 95.76	£-2,251.96	Reduced as savings account has enough. Reserves need to be 3-12 months of spend. Annual contingency at 20% of annual budget forecast.
Precept		£ 14,800.00	£ 1,329.54			£ 12,500.00	£-2,300.00	
Annual Balance		£ -				£ -	£-15.54%	Precept Change % in cash terms - does not reflect Council Tax Calculation.

Account Balance - 8 November 2024

	Treasurer's Account	Savings Account	Lloyds Community Fund Account	Community Fund Account (Cambridge & Counties)	Totals
Bank Balances 10 September 2024	£8,043.14	£14,164.12	£34,737.43	£97,425.70	£137,068.98
Movement since last meeting	£4,963.92	£23.68	£2,484.41	-£2,425.70	£5,046.31
Resulting Balances	£11,007.06	£14,187.80	£37,221.84	£85,000.00	£142,115.29
Bank Balances	£11,007.06	£14,187.80	£37,221.84	£85,000.00	£147,416.70
Creditors	£1,031.40	£0.00	£0.00	£0.00	£3.00
Debtors	£0.00	£0.00	£0.00	£0.00	£0.00
Balances	£9,975.66	£14,187.80	£37,221.84	£85,000.00	£146,385.30

Transaction Approval as reported at Full Parish Council Meeting

Minute Reference:

Signed:

Chair _____

Other Finance Member _____

Dated: _____

Parish Accounts	Community Fund
£146,385.30	£122,221.84

Transactions Since Last Meeting

Ser	Date Bank Statement	Invoice Date	Details	Invoice Number	Category of Spend	Ch/Ref	V No	Receipts	Payments	VAT
62	09-Sep-24	21-Aug-24	TALKMOBILE 103984662AE53CED		Subscriptions	DD	25/PV/051		£5.00	
63	13-Sep-24	13-Sep-24	LILLIES GRANT REPAY 600000001421325607 110787 10 13SEP24 08.03		Community Fund Spend	FPI	25/RV/008	£66.00		
64	16-Sep-24	28-Aug-24	1&1 INTERNET LTD 2024-08-29_203043750777 V50520923 Period:28/08/2024-28/09/2024	Inv203043750777	Admin including website	DD	25/PV/050		£18.00	£3.00
65	17-Sep-24	17-Sep-24	NORTON *AP15500381 CD 3910		Subscriptions	DEB	25/PV/051		£64.99	
66	23-Sep-24	25-Aug-24	CHARLTON BAKER LTD	INV-74274	Payroll Service Fee	SO	25/PV/049		£16.50	£2.75
67	23-Sep-24	30-Sep-24	HAWKINS J & SC ALOT HAW 2324 20144814214151000N 523027 10 21SEP24 14:48	HAW-2324	Allotment Rents	FPI	25/RV/009	£50.00		
68	25-Sep-24	30-Sep-24	HENWOOD CAE ALOT-HEN-2324 371458713311529001 401916 10 25SEP24 11:33	HEN-2324	Allotment Rents	FPI	25/RV/010	£50.00		
69	25-Sep-24	23-Sep-24	WILTSHIRE COUNCIL 157646		Precept	BGC	25/RV/011	£7,400.00		
70	01-Oct-24	01-Oct-24	POULSHOT PARISH CO 309263 42605160		Community Fund Spend	TFR	25/PV/52		£2,425.70	
71	01-Oct-24	09-Sep-24	PLAYSAFETY LIMITED 300000001435622968 POULSHOTPC 83149 602231 10 01OCT24 09:13	INV-83149	Green and other maintenance	FPO	25/PV/53		£93.60	£15.60
72	01-Oct-24	30-Sep-24	JEANNETTE YOUNG 600000001431932979 PAYSEP24 EXP AUG24 208458 10 01OCT24 09:13	Pay	Staff Costs	FPO	25/PV/54		£241.20	
73	02-Oct-24	30-Sep-24	JEANNETTE YOUNG 600000001431932979 PAYSEP24 EXP AUG24 208458 10 01OCT24 09:14	Expenses	Admin including website	FPO	25/PV/54		£36.10	
74	01-Oct-24	20-Sep-24	IVERDE LIMITED 300000001435622335 POLJ02 10921514 300009 Works Date: 01/09/2024 - 30/09/2024	Inv10921514	Admin including website	FPO	25/PV/55		£201.90	
75	01-Oct-24	01-Oct-24	15008376 PPCMINUTE 45/24/25 40024215573556000N 560055 40 01OCT24 02:55		Community Fund Spend	FPI	25/RV/012	£2,425.70		
76	03-Oct-24	03-Oct-24	HMRC - ACCOUNTS OF 100000001424432329 120P00309299 083210 10 03OCT24 12:54		Staff Costs	FPO	25/PV/56		£134.26	
77	10-Oct-24	21-Sep-24	TALKMOBILE 103984662AE53CED		Subscriptions	DD	25/PV/57		£5.00	
78	16-Oct-24	29-Sep-24	1&1 INTERNET LTD 2024-09-29_203044254784-IONOS CLOUD LTD_V50520923-6916905 Period:28/08/2024-28/09/2024	Inv203044254784	Admin including website	DD	25/PV/58		£18.00	£3.00
79	23-Oct-24	25-Sep-24	CHARLTON BAKER LTD	INV-74996	Payroll Service Fee	SO	25/PV/59		£16.50	£2.75
80	30-Oct-24	25-Oct-24	POULSHOT VILLAGE H 100000001439427520 FIREWORKS GRANT 24 608301 10 30OCT24 19:34	68/24/25 Grant Application for Fireworks	Community Fund Spend	FPO	25/PV/60		£750.00	
81	04-Nov-24	31-Oct-24	JEANNETTE YOUNG 600000001450240078 PAYOCT24 EXP SEP24 208458 10 02NOV24 10:08	Pay	Staff Costs	FPO	25/PV/61		£326.78	
82	05-Nov-24	31-Oct-24	JEANNETTE YOUNG 600000001450240078 PAYOCT24 EXP SEP24 208458 10 02NOV24 10:09	Expenses	Admin including website	FPO	25/PV/61		£18.55	
83	05-Nov-24	30-Sep-24	POULSHOT VILLAGE H 100000001443104928 VHMAYX2 JUL SEP24 608301 10 05NOV24 16:14		Expenses incl VH Hire	FPO	25/PV/62		£96.00	
84	05-Nov-24	08-Sep-24	JEANNETTE YOUNG 600000001452342706 PRINTER INK OCT24 208458 10 05NOV24 16:13		Admin including website	FPO	25/PV/63		£21.80	
85	05-Nov-24	04-Nov-24	IVERDE LIMITED 300000001455719909 POLJ02 10925453 300009 Works Date: 01/10/2024 - 31/10/2024	Inv10925453	Green and other maintenance	FPO	25/PV/64		£201.90	
86	05-Nov-24	15-Nov-24	GRST ENVIRONMENTA 100000001443103940 SP0104-INV1734965 401916 10 05NOV24 16:12	Ticket 1734965	Community Fund Spend	FPO	25/PV/65		£336.00	
								£ 9,991.70	£5,027.78	£27.10
								Monthly Balance £4,963.92		

Pending Invoices

Ser	Date Bank Statement	Invoice Date	Details	Category of Spend	Ch/Ref	V No	Receipts	Payments	VAT
		25-Oct-24	POULSHOT VILLAGE H 100000001439427520 FIREWORKS GRANT 24 (TFR from CommunityFund)	Community Fund Spend	TFR	25/RV/013	£750.00		
		25-Oct-24	CHARLTON BAKER LTD	Payroll Service Fee	SO			£16.50	£2.75
		29-Oct-24	1&1 INTERNET LTD 2024-10-29_203044764704_V50520923 Period:28/10/2024-28/11/2024	Admin including website	DD			£18.00	£3.00
		tbc	rdVerde - Monthly at GBP201.90	Green and other maintenance				£201.90	£33.65
		tbc	Green Tree Works - Authorised Work Not Completed	Green and other maintenance				£445.00	£56.00
		tbc	Election Fees - Wiltshire County Council (ESTIMATE)	Election Fees				£350.00	
							£0.00	£1,031.40	£95.40

Note.

Anticipated Transactions Before Next Meeting

Ser	Date Bank Statement	Invoice Date	Details	Category of Spend	Ch/Ref	V No	Receipts	Payments
		Monthly	1&1 InternetLtd (V50520923-290486224) Inv TBC £18 pcm	Admin including website	DD			£36.00
		Monthly	Charlton Baker Inv - Monthly (£15.50 pcm)	Payroll Service Fee	SO			£31.00
		tbc	rdVerde - Monthly at GBP201.90	Green and other maintenance				£201.90
		Bi-Monthly	Village Hall Invoice	Expenses incl VH Hire	BACS			£30.00
		Monthly	Vodafone - Talkmobile Contract (£5 pcm)	Subscriptions	DD			£10.00
		If Requested	Jubilee Refunds (Tranquil Moments, Townsend Barn Nursery, Lodge Farm)	Jubilee Donations				£190.43
		Annual	Open Spaces Membership - Estimate	Subscriptions				£50.00
		Monthly	Clerk Salary	Staff Costs				£300.00
							£0.00	£849.33

Uncommitted Precept 2024/25	£9,975.66	Treasure's Ac Balance	minus	Anticipated Spend + Pending Invoices	£ 1,880.73
	£8,094.93				