

TOCKENHAM PARISH COUNCIL
MINUTES OF THE PARISH COUNCIL EXTRAORDINARY MEETING HELD ON
Monday 13th October 2025 at 6:30pm

Present: Cllr Diana Kirby; Chair (DK), Cllr Kevin Woolnough (KW), Cllr Julie Marshall (JM), Cllr Ian Carter (IC), Emily Bourne; Clerk (EB).

AGENDA

1. Apologies for absence.

None.

2. Declaration(s) of Interest - In accordance with the Parish Councils (Model Code of Conduct) Order 2001 and revised (Model Code of Conduct) Order 2007.

None.

3. To appoint a solicitor to negotiate the transfer of ownership of the Village Hall and terminate the current Lease

IC provided an update. Five firms of solicitors had been approached for quotes. Quotes were as follows:-

Company A - £2,400 to £3,000

Company B - £2,100 - £2,500

Company C - £2,450 (£1,950 transfer of ownership + £500 termination of Lease)

Company D - £2,490

Company E – No quote provided

RESOLVED to appoint Company B; proposed by DK, seconded by JM, agreed unanimously by members who were present.

IC to contact Company B to confirm appointment and pass details onto DK to be passed onto David Barnes' solicitors.

4. Confirm the Parish Council's share of the legal fees for the above work

DK explained the suggestion is for 50% of the above legal fees to be paid by Tockenham Parish Council with the other 50% to be paid by the Village Hall Committee.

RESOLVED to pay 50% of the above legal fees; proposed by DK, seconded by KW, agreed unanimously by members who were present.

5. Approve any changes to the Constitution for the Charitable Incorporated Organisation (CIO) Application

KW explained there were additions to the paragraphs about 'Power' and 'Delegation'. These additions to the CIO's basic constitution are so the Village Hall Committee are clear about the roles and responsibilities of all parties. Whilst these as additions to the CIO basic constitution they were included in the Charitable Trust Document drafted previously.

RESOLVED to approve all additions to the Constitution; proposed by KW, seconded by JM, agreed unanimously by members who were present.

6. Approve the submission of the David Barnes Community Hall Trust application to the Charity Commission

RESOLVED to submit the application to the Charity Commission; proposed by IC, seconded by JM, agreed unanimously by members who were present.

7. Discuss the setting up of a Chairty Bank Account for the David Barnes Community Hall Trust

KW provided an update. The Chairty must be registered with the Charity Commission before a bank account can be opened. The proposal is for two accounts; a current account called 'David Barnes Community Hall Trust Account' for day-to-day spending and a savings account called 'David Barnes Community Hall Trust Savings Account'. The suggestion is for two Village Hall Committee members to be on the account to set up payments with two Councillors on the account to authorise payments (the number of Councillors on the account can be increased if two is insufficient). Lloyds Bank to be used as Parish Council already bank with Lloyds and therefore Councillors are familiar with the process.

8. Discuss the need for ventilation to the village shed to enable the storage of petrol

KW provided an update. The Health & Safety Executive guidance is for fuel (such as petrol) to be stored in a single container (up to 30L) with adequate ventilation. Currently a 5L jerry can of petrol is stored in the shed. The village shed has no ventilation and the suggestion is for several windows to be removed and replaced with ventilation panels. KW to get a quote of the works. JM to remind those cutting the grass that the mower should still be refilled with petrol outside of the shed (even when ventilation has been installed).

Meeting closed: 7:33pm