

Summary of Village Hall spending as at 10th May 2021

The Parish Council agreed that earmarked funds in an account held by the Council and the CCLA investment (£122,398.92 and £190,000 respectively) plus an additional £25,000 added to them raised via the 2020-2021 precept, would be transferred in stages to the Village Hall to support its building project. These funds have been raised in the main by the sale of Council owned land, augmented by an allocation in the precept in 2017, 2020 and 2021.

The Village Hall Trustees are contractually bound to pay their builders directly and the Parish Council as a matter of policy will not pay bills on their behalf. To that end, it was agreed that the Council would ensure that when building commenced, there would always be £50,000 available in the Village Hall's own bank account to meet any bills it received until such times as the earmarked funds in the Council's accounts were exhausted.

As funds are drawn out of the Village Hall's own account, they make application to the Council to replenish their balance up to a sum of £50,000 so as to be able to meet the next invoices as they are presented. Funds will only be transferred upon proof of spend in connection with the building work, usually by production of the architect's certificates signing off each completed stage of the build. This process was delegated to the Clerk and having voted to transfer the money in total, there was no requirement for the Council to vote to approve each top-up stage payment.

Building work commenced in February 2020

The Council made an initial payment of £10,000 in March 2020 to begin this process to bring the Village Hall's account up to £50,000 and subsequent to that, a number of requests for top-up funding have been made to the Clerk to the Council in order to maintain a balance of £50,000 in the Village Hall account.

Each request for additional funding has been scrutinised by the Clerk who has satisfied himself that

- a) The starting bank balance has been at or near £50,000
- b) Invoices and architect's certificates confirm that work to a certain value has been carried out,
- c) Proof of payment to the builder was available,
- d) The remaining balance in the Village Hall account after paying the builder's invoices had fallen below the £50,000 required.

Once these criteria were met, then the Clerk has arranged for Council funds to be transferred to bring the balance back to £50,000. This has been ongoing for some time and a summary of those payments is shown below.

Each request for payment has been accompanied by documentary proof of the above requirement and these documents have been filed for audit purposes by the Clerk.

To avoid any conflict of interests, the Council's bank mandate is set up in such a way that these transfers cannot be completed unless at least one of the signatories is a member of the Council with no connection to the Village Hall.

Summary of payments between Parish Council and Village Hall

March 2020	£10,000 initial transfer
8 th April 2020	£44,000
4 th June 2020	£32,000
3 rd August 2020	£35,000
3 rd August 2020	£7,800
1 st September 2020	£23,658
30 th September 2020	£45,000
20 th November 2020	£39,500
8 th January 2021	£40,000
25 th January 2021	£19,500
15 th March 2021	£22,000
4 th May 2021	£19,000
Total funds remaining: £0	As at 10 th May 2021

The Council had £190,000 in the CCLA account earmarked for the Village hall project. This sum was withdrawn from the CCLA in two stages, £100,000 on 2nd September 2020 and £90,000 on 16th December 2020, so as to be accessible for transfer when required. On payment of the 2021/22 precept there will be a further £25,000 available to support the village hall project, after which the funds will be exhausted and the Village Hall will have to rely on its other funding sources.