



Parish Council Extraordinary Meeting – Minutes

Date:	24 June 2025		
Place:	Barrow Village Hall – 23-25 Old Row		
Present:	Councillors L Street (Chair), D Chiappi, E Kinder, K Heyworth		
In attendance:	Clerk to the Council S Dent		
Meeting started:	12:00	Meeting closed:	13:30

1. APOLOGIES FOR ABSENCE

Apologies received from Cllr L Crook.

2. ASSET REGISTER

Councillors discussed deferral of adding the Village Hall to the Asset Policy & Register until development is complete in September and a formal valuation of the building is obtained.

RESOLVED THAT COUNCIL:

Unanimously agreed to defer adding the Village Hall to the Asset Register until the development is complete and a formal valuation has been received. Asset Register will be reviewed at the first Parish Council meeting following the valuation.

3. AUDIT MATTERS

Councillors considered the Clerk's Audit Matters report and associated AGAR documentation prepared for submission to the External Auditor following Internal Audit.

RESOLVED THAT COUNCIL:

Approved all AGAR documents and authorised the Chair to sign Sections 1 and 2 and authorised the Clerk to publish the Exercise of Public Rights Notice on the noticeboard and website and send the completed AGAR documentation to the External Auditor.

4. VILLAGE HALL

Councillors reviewed progress on operational issues and the need to establish a Committee of all Council Members to expedite further progress in setting up a Charity to operate the Hall and furnish it ready for use. Councillors reviewed Charity Commission (CC) guidelines and templates for establishing a Charity with the Parish Council as Sole Trustee. Councillors acknowledged the urgency in establishing a Charity for the Village Hall to avoid Business Rates charges, facilitate grant applications, and ensure appropriate financial and operational separation between Parish Council and Village Hall activities. Councillors discussed Village Hall operating costs and the need for the Parish Council to provide initial funds to support this until the Hall is generating its own revenue from room hire charges.

RESOLVED THAT COUNCIL:

Unanimously agreed to the formation of a formal Committee consisting of all Councillors with authorisation to establish a governance structure for the Village Hall, set up an appropriate Charity to

manage the Village Hall, and make spending decisions on furnishing the Hall within previously agreed budgets (Parish Council meeting 2nd June, Item 7).

Instruct the Clerk to draft Terms of Reference for this Working Group.

Instruct the Clerk to draft a Constitution document for the Village Hall Charity using the template provided by the Charity Commission, determine next steps to formally set up the Charity, and report back to the Committee for approval to proceed.

Approve provision of a start-up grant for the Village Hall, to cover operational running costs for a period of six months (utilities and staff administration time), and to set up a separate Unity Bank account for the Charity once established.

Instruct the Clerk to draft operational running costs for the Village Hall for a six month period and present this report to the Committee.

SIGNED BY CHAIR FOR THE MEETING:

DATE: