



110 High Street, Tibshelf, Derbyshire, DE55 5NU Tel: 01773 875093

To: All Members of the Village Hall Management Sub-Committee - Councillors A Beckett, R A Heffer (Vice Chair), K M Salt, R Vaughan (Chair), C Whitehead, S E Wood

28<sup>th</sup> April 2021

Dear Councillors and Committee Members

You are summoned to a Meeting of the **VILLAGE HALL MANAGEMENT COMMITTEE** of Tibshelf Parish Council to be held at **7.00 p.m.** on **Tuesday 4<sup>th</sup> May 2021**

**Due to Covid 19 safeguarding this meeting will be held remotely via Zoom. Members will receive joining details later.**

Any Member of the Public wishing to join the meeting for Public Session or as an observer, is requested to contact the Parish Council Office via the number above, or Email [theclerk@tibshelfparishcouncil.gov.uk](mailto:theclerk@tibshelfparishcouncil.gov.uk) prior to 12.00pm on Tuesday 4<sup>th</sup> May 2021 for access details.

Yours sincerely,

Susan Coldwell  
**Parish Clerk.**

## **AGENDA NON- EXEMPT ITEMS**

### **1. Apologies for Absence**

### **2. Declaration of Members Interests.**

a) Members must ensure that they complete the Declarations of Interest sheet prior to the start of the meeting and must indicate the action to be taken (i.e. to stay in the meeting, to leave the meeting or to stay in the meeting to make representations and then leave the meeting prior to any consideration or determination of the item.)

b) Where a Member indicates that they have a prejudicial interest but wish to make representations regarding the item before leaving the meeting, those representations must be made during Public Speaking.

The Declarations of Interests will be read out from the Declaration Sheet – Members will be asked to confirm that the record is correct.

### 3. Public Speaking.

A period of not more than 15 minutes will be made available for members of the public and members of the council to comment on any matter. Where a member indicates they have a prejudicial interest but wish to make representations regarding the item before leaving the meeting, those representations must be made at this stage. If the item to which representations or comment were made by a member is on the Agenda the member must declare that interest again and withdraw from the meeting during consideration of that item.

### 4. To consider Village Hall Matters

- a) To appoint the Clerk to instruct Utility Aid to review the utilities contract.
- b) Usage of the Village Hall in the current circumstances.
  - Tibshelf Playgroup -Mon-Fri am-Excludes Weds
  - Kellys Dance- Classes currently Tues, Weds, Thurs, Fri **-attached.**
- c) Bar Facilities Update
  - i) Former Licensee visited site 15/2/21, removed some but not all items and still has keys- Actioned required.
  - ii) Discussion and action required on any new bar facilities- **attached.**
- d) Information of Booking Enquiries to Date
  - i) Assuming Road map doesn't change VH Committee to instruct AA how to handle new and pending bookings from 17/5/21- **attached.**
  - ii) To undertake a review of the hirer costs, last updated 2013- **attached.**
  - iii) To inform the AA what is considered a Commercial Hirer.
  - iv) For information- A meeting was held with the Clerk/AA/KS/AB on 20/4/21. This was for some clarification on the AA duties and job description. The AA was informed that a review is being undertaken. For now, the AA has been informed her line manager is the Parish Clerk, who has overall responsibility of the Village Hall as a separate charity.
  - v) To instruct a working party to review the booking form/terms and conditions of hire which will include Covid 19 guidelines (if necessary, depending on when hirers can return). Some questions were answered in relation to the booking form by KS/AB.
- e) AA to organise gas certificate for cooker and boiler asap.
- f) Update from Chair of VH Committee on renovations to outdoor area at rear of hall- **see minutes of VH meeting held 27<sup>th</sup> January 21 attached.**
- g) Fire & Emergency Lighting
  - i) VH Committee to note extinguishers were tested in Feb 21.
  - ii) VH Committee to note Fire Alarm and Emergency lighting report and to instruct any actions **- attached.**

- iii) To agree that the Clerk contact H & S advisors to undertake a risk assessment for the VH.
- h) VH Committee to provide info for AA to respond to email for Bolsover Re-Start Grant -**attached**.
- i) For information only World Pay subscription increased to £10 from £8.15 excluding VAT from 1/5/21 and compliance documentation will be renewed.
- j) Value for money of Intercom System, VH Committee to decide on action to be taken- **attached**.
- k) VH Committee to approve placing of Wizard of Oz statues outside Village Hall, secured to the railings- **attached**.

## **6. Financial Report**

- a) Balances of accounts at 31 March 2021:  
Current Account £33,281.68.  
Reserve Account £7,758.42.
- b) Accept the Invoices/Regular Payments March 21 report- **attached**.
- c) Total amount of payments/support grant payments received from Bolsover District Council Apr20-Mar21  
-£19,669.21.

## **7. Date of Next Meeting.**

to be considered