

FPC 20/7/21-Item 6k-Formally approved at the meeting of TVHMC on 22/6/21
Tibshelf Parish Council
Minutes of the Meeting of the Village Hall Management Sub-Committee
held on 4th May 2021, remotely via Zoom at 7.00 p.m.

Present: Cllrs R Vaughan (Chairman), A Beckett, C Whitehead

In attendance: S Coldwell, S Metcalfe, Cllr P Billington, K Salt

VH0521/48 Apologies for Absence.

An apology for absence was received from Cllr S. Wood.

VH0521/49 Declaration of Members Interests.

None.

VH0521/50 Public Speaking.

None.

VH0521/51 Village Hall Matters: The following items were discussed:

- a) To appoint the Clerk to instruct Utility Aid to review the utilities contract – All in favour
- b) Usage of the Village Hall in current circumstances – the information was noted.
- c) Bar Facilities Update
 - i) Cllr Vaughan will liaise with the current licensee for him to collect all his belongings and return all keys for the Village Hall no later than 1 June 21.
 - ii) It was agreed to write to the 3 local pubs the White Hart, Royal Oak, Crown and the George & Dragon in Newton. This would be to offer a 1 yr contract as licensee to operate the bar in the Village Hall for the VH private bookings at a cost of £100. All in favour.
- d) Information of Booking Enquiries to date
 - i) It was agreed not to offer any new bookings until all Covid restrictions have been removed – All in favour.
 - ii) To keep hirer costs the same and to review next year- All in favour.
 - iii) It was confirmed that the commercial hirer rate, are business bookings that don't provide any community group services for the Tibshelf community.
 - iv) 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- the information was noted.
 - v) It was agreed to keep the booking form the same, but in the future to revise the form and circulate to all members - All in favour.
- e) AA to organise gas certificate for cooker and boiler asap – All in favour.
- f) Update from Chair of VH Committee on renovations to outdoor area at rear of hall

A discussion took place.

It was agreed by all to establish the H & S regs/disability requirements by contacting H & S advisors to do a risk assessment. This is prior to obtaining quotations for the work needed for this area and the car park- All agreed for the Clerk to arrange for them to contact Cllr Beckett.

- g) Fire & Emergency Lighting
 - i) VH Committee to note extinguishers were tested in Feb 21- the information was noted.
 - ii) VH Committee to note Fire Alarm and Emergency lighting report and to instruct any actions - It was agreed to have a fire risk assessment at the same time as a general risk assessment is carried out. This will determine what action is needed from the Fire alarm and Emergency lighting report.
 - iii) To agree that the Clerk contact H & S advisors to undertake a risk assessment for the VH-All in favour as per item g ii).
- h) VH Committee to provide info for AA to respond to email for Bolsover Re-Start Grant Confirmation 4 employees and to check with Cllr Brentnall when the charity took over the running of the Village Hall.
- 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- the information was noted.
- j) Value for money of Intercom System, VH Committee to decide on action to be taken Re-visit once advise has been given to the Clerk from the risk assessment in relation to disabled access and a suitable intercom system.
- k) VH Committee to approve placing of Wizard of Oz statues outside Village Hall, secured to the railings

Cllr Beckett to check with the insurance company regarding the Public Liability cover and ask them to send a risk assessment for her to complete and any additional premium to be paid.

Once everything is in place re the above, suitable padlocks will need to be purchased and then Cllr Salt can meet Mathers on site to instruct where to put the statues. Mathers will put up and alter pins for securing to the railings free of charge.

VH0521/52 Financial Report:

- a) Balances of accounts at 31 March 2021:
Current Account £33,281.68.
Reserve Account £7,758.42.

The information was noted.
- b) Accept the Invoices/Regular Payments March 21 report- the information was noted.
- c) Total amount of payments/support grant payments received from Bolsover District Council Apr20-Mar21-£19,669.21- the information was noted.

VH00521/53 Date of next meeting: To be advised

The meeting closed at 7.50 pm.