

Tibshelf Parish Council
Minutes of the Meeting of the Village Hall Management Sub-Committee
held on 22nd June 2021 held at the Village Hall.

Present: Cllrs A Beckett, S E Wood, R Vaughan, C Whitehead, P Billington, K Salt MBE.

In attendance: Susan Coldwell-Parish Clerk, Sharon Metcalfe-Administration Assistant

VH0621/54 Apologies for Absence.

An apology for absence was received from Cllr R Heffer, due to work commitments.

VH0621/55 Declaration of Members Interests.

There were no declarations of Interest.

VH0621/56 Public Speaking.

1 member of the public present at the meeting, as an observer.

VH0621/57 To appoint a Chairman and Vice Chairman to the VH Committee

Cllr Beckett spoke to the Charity Commission and they confirmed that all members of the Parish Council are Trustees of the VH Management Committee and as such the Trustees can appoint members for the VH Committee and this was done at the May 21 mtg. The members appointed are Cllr Beckett, Cllr Salt, Cllr Vaughan, Cllr Wood, Cllr Whitehead, Cllr Heffer, Cllr Billington.

Cllr Beckett proposed, and Cllr Salt seconded to appoint Cllr Vaughan as Chairman. All in favor.
Cllr Vaughan proposed, and Cllr Beckett seconded to appoint Cllr Billington as Vice Chairman. All in favor.

VH0621/58 To resolve to accept the minutes of the VH meeting on 4TH May 21, as a true and accurate record.

Amendments -Cllr R A Heffer, S Wood removed from attendance.

Cllr K Salt added as attending the meeting, but not as a committee member.

All in favor.

VH0621/59 Financial Reports

a) Report from RFO

It was agreed for the 2021/22 accounts, that the Village Hall Committee will charge the Parish Council £4000 rent and the Parish Council will claim back the salary costs of the Cleaners/Caretaker from the Village Hall Committee.

Cllr Beckett proposed. All in favor.

Cllr Beckett proposed a letter is sent to the regular users and an article be placed in the newsletter to put forward any nomination requests to become part of the VH Committee. All in favor.

b) To note and accept the Invoices/Regular payments for April & May 21

All in favor.

VH0621/60 Village Hall Matters: The following items were discussed:

- a) For information - usage of the Village Hall in the current circumstances.
- Tibshelf Playgroup -Mon-Fri am-Excludes Weds
 - Kellys Dance- Classes currently Tues, Weds, Thurs, Fri
 - Council meetings as and when

- OAP Dance- The dance leader has confirmed verbally that the group is to cease from immediate effect

The above information was noted.

Since preparing the agenda the admin assistant has been made aware of the following:
-OAP Club- The Admin Ass advised the Committee a letter had been received to confirm the Club is to close from the 15/6/21. The secretary has asked if we can store relevant paperwork and a Cup at the Village Hall for safe keeping, we already store the constitution. The Admin Assistant did point out these wouldn't be in a fireproof cabinet. Cllr Salt proposed to store the items. All in favour.

Questions from Kellys Dance tabled at the meeting

- Are meetings of the Parish Council going back to the meeting room after restrictions are lifted? - - Cllrs stated not for the foreseeable future.
- If Parish Council continue to meet in the Village Hall Tuesdays, can Kelly finish at 6.35pm and help set up the tables so she only must move 1 class rather than 5?-It was agreed a 6.20pm finish time, if Kelly helps set up for the meeting.
- If we must move that class can this be tagged on to Wednesday sessions-Cllrs said no, as we need to offer a diversity of classes/groups.
- From September 2021, can Kelly pick up another regular slot? - No as we need to offer a diversity of classes/groups.
- Can Kelly use the Village Hall Sunday 18 July 9.30am to approximately 12noon for Cheer Leading Exams? -Yes.
- Can Kelly use the Pavilion grounds and changing rooms for an outdoor picnic/concert afternoon on Saturday 24 July? -Yes, if available.

All in favour of above.

- b) Confirmation required of VH committee's response to new booking enquires, following the Government Covid announcement on 14 June 21.
No new bookings would be considered until free of Covid restrictions, which now is scheduled for 19 July 21- all in favour.
- c) Tibshelf Infants request to hire the hall for 4 weeks in the 6 weeks school holidays for a holiday club 9am-3pm Mon-Weds and Fri -decision required.
Cllr Beckett proposed, and Cllr Vaughan seconded. All in favour.
- d) To confirm to the AA if hire of the garden at rear of VH is allowed considerations re H & S, booking form, costs.
It was confirmed this area is only used when a booking for the hall has been made.
- e) Terms of Conditions of Hire & Booking Form
 - i) Example from Coggeshall PC- this information was noted.
 - ii) For discussion, queries and suggested amendments on the Tibshelf terms and conditions of hire document.

A discussion took place and amendments to the document were agreed.

- iii) For discussion suggested amendments and queries on the Tibshelf booking form- see attached- any actions required.

The booking form needs to indicate if using the kitchen. No charge for use of the kitchen- all in favour.

- f) Bar Facilities Update

- i) For information the old bar stock has been removed and the keys for the bar have been returned to the Village Hal- the information was noted. Cllr Vaughan will speak to the new licensee to see if any use of any existing equipment is needed, which belongs to the previous licensee.

- ii) Update and any action required on new bar facilities at the Village Hall

A discussion took place. It was agreed to offer a 12 mth contract to the licensee of The George & Dragon, Newton. The basis of this would be a verbal contract for him to pay the Bolsover licensing fees. The new licensee will be asked to offer a cash donation when they have good takings over the bar.

- g) Health & Safety

- i)HSE checklist on use of Village Hall- the information was noted.

Cllr Beckett is to finalise a 3yr contract with Ellis Whittam and on Thurs 24/6/21 she will discuss with them prioritising H&S issues and organising dates for risk assessments.

- ii) Reported faults at VH-photos

For Cllr Beckett to engage Ellis Whittam for advice following an assessment- all in favour.

- iii) Update on renovations to outdoor area at rear of VH.

For Cllr Beckett to engage Ellis Whittam for advice following risk assessments- all in favour.

- h) Request for siting of bench in Village Hall-see attached

The request unfortunately is not a suitable location. It was therefore agreed to recommend more suitable locations at the allotments or cemetery. -all in favour.

- i) Siting of Wizard of Oz Statues at VH

- i) Insurance guidance re the Wizard of Oz Statues-see attached. (Note possible amendment in the terms and conditions of hire as discussed in item 8eii).

The information was noted, and the inclusion of the wording agreed for the terms and conditions of hire.

- ii) Update from VH Committee members, action required and by whom.

Cllr Beckett advised the insurance recommended a risk assessment be completed. Cllr Beckett is to ask Ellis Whittam to complete a risk assessment. Cllr Vaughan and Cllr Salt to meet with Mathers on site to determine exact location on fence and Cllr Vaughan to inform the Admin Assistant of the specific locks to be purchased and quantity. These will be installed by the Rangers with Mathers help. All in favour.

VH00621/61 Date of next meeting: To be advised

The meeting closed at 8.45 pm.

Signed Date