

**Tibshelf Parish Council
Minutes of the Meeting of the Village Hall Management Committee
held on 05TH October 2021 held at the Village Hall.**

Present: Cllrs A Beckett, P Billington, R A Heffer, R Vaughan, S E Wood.

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

VH1021/62 Apologies for Absence

An apology for absence was received from Cllr K Salt and Cllr C Whitehead.

VH1021/63 Declaration of Members Interests

Cllr S Wood for item 8bii & 8gii.

Cllr R Vaughan for item 6ii.

VH1021/64 Public Speaking

None.

VH1021/65 To resolve to accept the minutes of the VH meeting on 22nd June 21, as a true and accurate record

Cllr A Beckett moved and Cllr S Wood seconded. All in favour.

VH1021/66 To discuss ideas to invite additional members to sit on this Committee

It was agreed to ask the Playgroup if they wish to sit on the committee and when we have more regular users they can be invited too.

VH1021/67 Health & Safety Report Extracts

Actions required and by whom relating to the VH only.

The Locum Clerk said the items are being worked through.

The Locum Clerk stated that storage is an issue, particularly in the boiler room, as flammable items need to be stored correctly.

Cllr A Beckett proposed and Cllr R Vaughan seconded to purchase a hazardous substance floor cupboard 900 x 460mm at a cost of £304.00+VAT.

It was agreed for Cllr R Vaughan to ask M Scarborough to resume the project for a container at the rear of the store area and provide quotes and for Cllr R Heffer to enquire about additional land at the side of the VH.

Storage for Private Hire Groups

Cllr R Vaughan stated once the information is available regarding a container and the land, a meeting will be called to discuss this item alone.

Cllr R Heffer proposed Tibshelf band pay rent of 300.00 per year and Cllr P Billington seconded. All in favour.

VH1021/68 Financial Reports

To note Receipt and Payments April 21-August 21

The information was noted.

Technical support for Quick books if required

It was agreed that Cllr R Vaughan would provide the Admin Ass. with a contact to help.

Note costs paid by TPC on behalf of TVHM will be discussed at the next meeting of the Finance Committee, which will be held on Tuesday 23 November 21.

The information was noted.

Whether the asset of the meeting room belongs to TVH Charity; therefore, all income/expenditure related transactions appear in TVH accounts.

The Committee confirmed that this is a VH asset.

VH1021/69 Village Hall Matters: The following items were discussed:

a) Regular usage of the village hall.

The information was noted.

b) Consideration for events to be offered free of charge (For information hire costs of the village hall and meeting room are attached).

i) Cancer Related Charities.

If any individual requests an event free of charge event, an email needs to be sent to the Councillors on this committee for approval.

ii) Kids Activities Funding Raising Clairvoyant Evening- Weds 3/11/21- 6-10.30pm Bar 7pm-10pm.

iii) Tibshelf Community Ass & TPC Bonfire Event – Sat 6/11/21 4-10pm -Bar time?

iv) TPC Craft Fair-Sat 13/11/21 9am-3pm.

v) TPC Christmas Switch on Event – Fri 3/12/21 4-8pm-Santas Grotto arrangements?

Cllr A Beckett proposed and Cllr S Wood seconded items ii) -v) being free of charge. All in favour.

vi) Re the above events please confirm who is providing the relevant insurance cover i.e. public liability and specifically product liability for the craft stalls.

Cllr A Beckett confirmed TCA have relevant insurance to cover the fireworks and carnival events.

vii) Please confirm who is dealing with stall enquiries, costs, booking forms, allocation of money-where to?

Cllr A Beckett confirmed the Councillors facilitate the Craft fair event; the office takes the monies for the stalls.

Cllr A Beckett is to instruct the office on admin tasks for the craft fair and Christmas switch on event.

c) Newly Decorated Hall

For Parties and Events clarification is required on what items are allowed for decorations and how they are to be attached.

The Committee confirmed no attachments/decorations allowed on the walls.

d) Meeting room

Access to toilets in the event of a booking for the meeting room.

The Committee stated that the access to the toilets in the village hall for a meeting room booking, (if the hall is closed), will need to be asked to the Committee on an individual basis.

e) VH revised forms for approval

i) Terms and conditions of hire (see attached).

ii) Booking form (see attached)

Cllr A Beckett moved to accept. All in favour.

f) Cleaning duties

To review the cleaning rota requirements, which currently is a clean for 2 hrs every morning plus before and after events.

The Committee agreed to have the hall cleaned based on the latest government legislations.

A flyer will be passed to user groups, if necessary, in line with government legislation.

g) To consider closure of Village Hall 25/10/21 - 29/10/21 to decorate the bar and lounge area and associated costs

i) Kids holiday club booking request received for this week, Mon-Fri 9am-3pm.

The information was noted.

ii) Halloween party request for 1 day this week.

Agreed free of charge as a TPC event for local children.

iii) Staff estimated time to decorate, 54 hrs.

Staff are to decorate around the bookings.

iv) For information the materials to decorate are already in stock.

The information was noted.

v) Cost to remove existing flooring and lay new carpet is £816.00 inc vat.

Cllr A Beckett moved and Cllr R Heffer seconded to proceed with the quote for a replacement carpet with a membrane underneath with Cut Price Carpet at max of £400.00. Cllr R Vaughan has picked the carpet and colour- charcoal.

vi) Decision on which, if any, pictures to go back up.

All agreed no pictures to be displayed until clear of Covid-19, then put back on the agenda.

vii) To inform the VHC, the lampshade is missing on the wall light above the stage area, any actions required.

It was agreed to circulate pictures of spotlight choices for the stage for the Committee to choose a new light at the back of the stage and possibly a mirror ball.

h) Evacuation procedure for Homelea Care Home

i) To approve continuation of allowing access to the VH as an emergency evacuation site, Homelea have a key to the building. (see attached).

Cllr A Beckett moved. All in favour

ii) To supply the car park gate key to the car home.

Cllr A Beckett moved. All in favour.

I) Kitchen itinerary

i) To confirm what items should be in stock for events-weddings/parties etc.

ii) Set budget for the above.

Cllr A Beckett moved, and Cllr S Wood seconded to purchase plain white dinner service and cutlery doing a VFM to circulate to the committee. Cllr S Wood requested the saucers and all remaining crockery to be disposed of.

J) Bar facilities update

The premises license has been issued. Fridge and Freezer purchased at a cost of £329.98 Inc. vat.

To determine whether to charge for a bar facility in the week.

The information was noted. The fridge and the freezer belong to the Village Hall.

Cllr A Beckett moved to charge £10.00 extra for bookings if they require a bar in the week for private bookings, not local fundraising events. All in favour.

K) Risk assessments

For information, Ellis Whittam have confirmed they do not carry out disability audits.

Decision on a way forward for renovations to outdoor walkway area to the Village Hall.

A discussion took place. It was then agreed to have the slabs relaid for the outdoor walkway area to the Village Hall by Tony Gascoyne.

Cllr R Vaughan advised to have written into the terms and conditions' no smoking and no e-cigs on the premises or outside the front of the premises.'

All in favour.

L) Water leak grounds of village hall

Verbal update on Water Leak.

The information was noted.

M) De-Fib update

For information, the DE-Fib machine needs to be stored correctly in a heated cabinet.

i) To approve the cost of £630.00 in vat, which is the recommended heated cabinet by the De-Fib company and Ellis Whittam (see attached).

ii) Cost of installing power to the De-Fib machine if on VH land-£324.00 inc vat by R C Cook.

iii) To determine appropriate location and who is to install the cabinet, asap.

It was agreed that Cllr R Vaughan would make enquiries to establish if the De-Fib needs keeping in a heated cabinet with the first responder for the village. Cllr R Heffer is to provide Cllr R Vaughan with the contact details. Cllr R Vaughan will then contact the Parish office to instruct them if a heated cabinet and power supply needs organising at the costs stated in the agenda.

It was agreed that if the cabinet is relocated it needs to be on the external wall nearest the large Christmas tree line and box. All in favour.

Trees within the boundary and immediate surrounding area of village hall land

Consent for tree survey to be carried out.

Cllr A Beckett moved. All in favour.

VH1021/70 Date of Next Meeting.

TBC.

The meeting closed at 9.15pm.