

**Tibshelf Parish Council**  
**Minutes of the Meeting of the Village Hall Management Committee**  
**held on 10<sup>th</sup> January 2023 held at the Village Hall.**

**Present:** Cllrs A Beckett, M Coupe, R Vaughan, S E Wood.

**In attendance:** Rachel Tattershaw-Parish Clerk, Sharon Metcalfe-Administration Assistant. Mark Scarborough- Communications Officer.

**VH0123/38 Apologies for Absence**

An apology for absence was received from Cllr P Billington.  
No apologies from Mr P Ward.

**VH0123/39 Declaration of Members Interests**

None.

**VH0123/40 Public Speaking**

A member of the public requested free hire of the hall on behalf of the Local Scouts Group to enable the delivery of first aid training to Scout Leaders.  
The Committee asked that a request was made to the Parish Clerk to be included on the agenda of the next Village Hall Committee Meeting on the 14/03/2023.

**VH0123/41 Confidential Items**

Items 8 a,b & c.

**VH0123/42 To resolve to accept the minutes of the VH meeting held on 1<sup>st</sup> November 22, as a true and accurate record**

Cllr A Beckett moved and Cllr R Vaughan seconded. All in favour.

**VH0123/43 Financial Reports**

**a) To note Receipt and Payments Apr – Dec 22**

The information was noted.

**b) To approve reimbursement to the PC for VH expenditure (Oct-Dec22), at a cost of £4616.64**

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

**c) For information, the Worldpay bills from January have been reduced by £12 per month. Nat West do not offer TILL to charities, at this current time.**

The information was noted.

**VH0123/44 Village Hall Matters**

**a) Current Regular Hirers and additional bookings October-December 22**

The information was noted.

**b) To discuss the current operating hours of the village hall**

Cllr R Vaughan moved and Cllr A Beckett seconded to change the closing time to midnight every day. All in favour.

**c) To review the current village hall pricing structure**

A discussion took place. All in favour of this item being deferred to the meeting in March. The Clerk is to present a spreadsheet with categories of pricing from other local facilities and current overheads. Cllr R Heffer moved, and Cllr A Beckett seconded.

**d) Communications Officer update on the toilet re-configuration and container**

A discussion took place. It was agreed to go ahead with the current quotation for the toilet re-configuration, agreed at the last meeting even if the quotes are excluding VAT. Cllr A Beckett moved, and Cllr R Vaughan seconded the additional costs of £300 for decorating costs excluding VAT. Subject to this putting the toilets back in the same decorate condition it is now, including any flooring. The Admin Officer asked for clarification from the Communications Officer if the quotes of £2550 + £280 to carry out the works includes VAT. The Communication officer is to establish if part of the flooring is going to need replacing and organise a site visit.

Cllr R Heffer stated he hasn't had any confirmation on the extra land requirement to house the 20ft container on the side of the village hall, from BDC.

**e) To consider the car park tarmac quotations, for the area in front of the entrance.**

All in favour of this item being deferred to the meeting in March.

**f) To consider quotations for the rear pathway and retaining wall at the rear of the village hall**

All in favour of this item being deferred to the meeting in March.

**g) To note the intruder alarm replacement quotation including new key panel at a cost of £720.00**

Cllr A Beckett moved and Cllr M Coupe seconded. All in favour.

**h) Cooker update on behalf of the food bank**

Cllr Beckett confirmed the existing cooker is sufficient for use.

**i) Environmental Health Update**

The information was noted.

**j) Thank you emails**

The information was noted.

**k) Request to host Parish Council Liaison meeting in 2023, free of charge**

Cllr A Beckett moved and Cllr M Coupe seconded this request. All in favour.

**VH0123/45 Confidential Items**

**a) To note VH staff overtime payments from April – December 22**

The information was noted.

**b) Staffing Update**

The clerk informed the committee of the current staffing position.

**c) To review the current cleaning hours of the village hall and associated costs**

A discussion took place. Cleaning arrangements to currently stay the same, except now no clean prior to parties. All in favour of this item being deferred to the meeting in March.

As time did not allow to discuss in detail.

**VH0123/46 Date of Next Meeting.**

14<sup>th</sup> March 2023.

The meeting closed at 7.30pm.