

Meeting of the Village Hall Committee of Tibshelf Parish Council held on Tuesday 31 January 2023 at 6pm in the Parish Council Meeting Room

MINUTES

Present:

Cllr R Vaughan (Chair)
Cllr A Beckett
Cllr C Whitehead
Cllr R Heffer
Cllr S Wood
Cllr M Coupe

Absent:

Cllr P Billington
P Ward

In attendance: R Tattershaw – Parish Clerk, M Scarborough – Comms and Projects Officer.

VH0123/47 1 Apologies for absence

None.

VH0123/48 2 Declarations of Members' interests

None

VH0123/49 3 Public speaking

None

VH0123/50 4 Confidential items

Item 9 was agreed as confidential as it related to staffing.

VH0123/51 5 To approve the draft minutes of the meeting of the Village Hall Committee held on held on 10 January 2023.

It was moved by Cllr Wood, seconded by Cllr Beckett and resolved unanimously to approve the minutes of the 10 January 2023 with the amendment that Cllr D Watson was not being present at the meeting.

VH0123/52 6 Communications and Project Office (CPO) update on the toilet reconfiguration project.

The CPO has met with the contractor and confirmed the following:

- Tiling will be replaced as required with new tiles.
- Paint will be supplied by the Council to ensure a colour match.
- Work will be undertaken to each toilet individually to minimize disruption.
- The entrance hall will remain clear for Village Hall users.
- The men's toilet will be completed by the Tuesday night.
- The contractor is a Trusted Trader with public liability insurance in place of £5,000,000.
- They will be onsite between 8.45am and 4.30pm but may need to stay later on the Thursday and Friday evening – CPO will make arrangements with the Contractor as the Clerk is on leave.
- The Contractor is aware that the flooring will be replaced as a separate piece of work.
- The contractor has said the Saturday evening booking will be able to go ahead.

Cllr Coupe arrived at 6.20pm.

VH0123/53 7 To approve the costs for replacing the flooring in the re-configured gent's toilet.

It was proposed by Cllr Beckett, seconded by Cllr Whitehead and resolved unanimously to accept quote B

from Ashdale Flooring Ltd for the sum of £556.01 (incl VAT) to uplift and dispose of the existing flooring, and supply and fit contract grade flooring to the newly configured gent' toilets.

VH0123/54 8 Exclusion of public and press

To exclude the public & press, in accordance with the Public Bodies (Admission to Meetings) Act 1960, s1, by reason of the confidential nature of the following business.

VH0123/55 9 To consider and agree the caretaking requirements for the Village Hall.

The options for managing the caretaking requirements for the short term were discussed. The Clerk confirmed that the Council's insurers had stated that the contents insurance was only valid if there was evidence of a forced entry.

As a temporary arrangement it was resolved that the midweek regular hirers would be asked to sign a declaration to hold a set of keys and an alarm fob to enable them to access and secure the Village Hall. Hirers would be asked to sign a declaration including a name, address and telephone number.

A volunteer would support the caretaking arrangements for the weekend bookings with the support of Cllr Wood and Cllr Whitehead.

It was agreed the Clerk would arrange for the Village Hall heating to be switched onto a timer, order 10 additional alarm fobs, and Cllr Heffer offered to get some additional keys cut.

The Clerk agreed to provide information for the next meeting on how other Village Hall bookings were managed.

This agenda item would be reviewed at the next meeting on the 14 March 2023.

VH0123/56 10 Date and time of next meeting

14 March 2023.

The meeting closed at 6.30pm.