

**Tibshelf Parish Council
Minutes of the Meeting of the Village Hall Management Committee
held on 14th March 2023 held at the Village Hall.p0**

Present: Cllrs A Beckett, M Coupe, R E Heffer, R Vaughan, S E Wood, Mr. P Ward.

In attendance: Rachel Tattershaw-Parish Clerk, Sharon Metcalfe-Administration Assistant.

VH0323/57 Apologies for Absence

No apologies from Cllr P Billington.

VH0323/58 Declaration of Members Interests

Cllr S E Wood declared an interest in item 7f.

VH00323/59 Public Speaking

None.

VH00323/60 Confidential Items

Item 8 a.

VH00323/61 To resolve to accept the minutes of the VH meeting held on 31st January 23, as a true and accurate record

Cllr R E Heffer moved and Cllr M Coupe seconded. All in favour.

VH0323/62 Financial

a) To approve reimbursement to the PC for VH expenditure (Jan- Mar 23), at a cost of £6662.34

Cllr R E Heffer moved and Cllr R Vaughan seconded. All in favour.

b) To reimburse the Clerk for replacement blind slats for the village hall at a cost of £39.75

Cllr R E Heffer moved and Cllr R Vaughan seconded. All in favour.

c) To note Receipt and Payments Apr – Feb 23

The information was noted.

d) To note estimated 22/23-year-end costs against 21/22 year-end figures The Admin Assistant informed the committee that the estimated year end costs including reserves are:

22/23-£ 30,976.73 against £43,867.54 for 21/22.

A discussion took place regarding high maintenance costs and staffing costs in 22/23.

Expenditure was approx. £29k and income £9k. The clerk stated a plan may need to be considered for financial support from TPC in the future. Ways of increasing revenue need to be considered to start narrowing the gap.

VH0323/63 Village Hall Matters

a) Current Regular Hirers and additional bookings January- February 23

The information was noted.

Cllr S E Wood confirmed the Warm & Social Club will be hiring the hall from May 23 until end of July 23. It will not run in the main summer holidays.

b) To consider a quotation of £108 to install a 7-day boiler timer

Cllr R Vaughan moved and Cllr R E Heffer seconded. All in favour.

The rest of the information was noted.

c) To consider the new wording for the cancellation policy

A discussion took place.

It was agreed to accept the new wording, subject to amending 'If 7 days after making a booking , the deposit of £10 will be chargeable to cover administration costs .If

cancellation is within 7 days of the booking, 50% of the overall booking fee will be chargeable unless an alternative booking has been made, in which case the £10 deposit will be retained.

Weekend day room hire- suggested wording.

If cancellation is within 7 days of the booking, 50% of the booking fee will be chargeable unless an alternative booking has been made.

Any special circumstances will be considered by the committee.

No changes made to the regular hirers cancellation process or payment terms at this time.

Cllr R E Heffer moved and Cllr R Vaughan seconded.

d) To consider an increase in current hire charges of the VH and the meeting room from April 2023

The Clerk has carried out a benchmarking exercise. A discussion took place. All hirers will be charged for the full time they are in the hall

Commercial rate is for non-regular users/other organisations/businesses excluding private party bookings.

The rates are for all day. Bar facility £10 extra in the week.
A £100 cash damage bond for evening parties, 16th up to 21st birthdays is required.

The recommendations were moved by Cllr M Coupe and seconded by Cllr R Vaughan

e) To consider increase in hire charges for current users

A discussion took place. A loyalty discount of £2 per session for regular hirers was agreed.

All hirers will be charged for the full time they are in the hall.

A discussion took place around the band hire charges. The Clerk asked what the band are prepared to offer as they pay an annual rate. Cllr A Beckett suggested a £50 increase. The Clerk felt the fee should go up more.

The band do not charge members to attend and are non- profit.

The band have offered to put on a free mid-summer concert for the village hall to raise funds for the village hall and potentially other concerts.

Cllr M Coupe moved and Cllr R Vaughan seconded.

Cllr R E Heffer left at 8.10pm.

f) Bar facility update

The bar options were put to the committee. W Kingscott and Cllr S E Wood have offered to run the bar facility for events free of charge, All profit will come back to the village hall as the stock will be paid for by the VH.

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

g) To consider free room hire requests

- i) Scouts booking on the 5/2/23,8.30am-4.30pm for first aid training.
- ii) Drumming circle .
- iii) Kids activities April events- disco, activity day & clairvoyant evening

Cllr A Beckett moved and Cllr R Vaughan seconded to approve gi) & giii). All in favour. Item g ii) is declined as users are required to pay for hire. The member of public will be contacted, as he enquired about a grant and this needs to be put to TPC.

h) Container Update

All agreed for this item to be permanently removed from the agenda and revisit storage options in 12 months time.

i) To consider the car park tarmac quotations for repairs to the front section of the Village Hall car park, rear footpath and retaining wall (Please note the different specifications for course level depths on the quotes).

Cllr A Beckett asked for clarification on the risk element to consider which works are priority, due to health and safety as VH funds are an issue . The Clerk said she felt it was the car park as this has the most traffic/foot fall.

A discussion took place to consider the different specifications. Cllr A Beckett moved and Cllr S E Wood seconded to apply to the PC for a grant of £11860.80 to proceed with works on the car park, quote b.

Cllr A Beckett moved standing orders and Cllr M Coupe seconded.

j) To consider a quotation to provide sensors for the external lights and relocate the on/off switch at a cost of £708.00

Cllr S E Wood moved and Cllr M Coupe seconded to accept the quote and to move the switch to the boiler room. All in favour.

k) To adopt the VH storage policy

Mr. P Ward moved and Cllr R Vaughan seconded. All in favour.

Cllr A Beckett moved standing orders and Cllr R Vaughan seconded.

l) To consider a request for the Village Hall car park to be open and used by visitors to the Open Gardens event on 15 July from 10am to 6pm

All agreed. W Kingscott offered to open and lock the car park.

m) To confirm if the Fireworks event will be happening on Sat 4th November.
Cllr A Beckett confirmed this.

VH0123/64 Confidential Items

a) Staffing Update

The clerk informed the committee of the caretakers resignation.

VH0123/65 Date of Next Meeting.

TBC.

The meeting closed at 9.10pm.

DRAFT