

Tibshelf Parish Council
Minutes of the Meeting of the Village Hall Management Committee 10th September 2024 held at the Village Hall.

Present: Cllrs J Gilbody, L Kingscott, H Varney, M Ward, S E Wood and Committee Members W Kingscott, J Lian, P Ward and C Whitehead.

In attendance: Rachel Tattershaw- Parish Clerk & R.F.O. Sharon Metcalfe-Administration Assistant, Mark Scarborough- Communications and Project Officer.

VH0924/155 Apologies for Absence

Cllrs A Beckett.

VH0924/156 Declaration of Members Interests

W Kingscott- items 7a & 7b.

Cllr L Kingscott—items 7a & 7b.

J Lian- item 7j.

P Ward – items 7i,7k, 9gi & ii.

Cllr S E Wood – items 7k & 9g2.

VH0924/157 To approve and welcome new committee members- J. Lian

J Lian was welcomed and joined the meeting.

VH0924/158 Public Speaking

None.

VH0924/159 Confidential Items

None.

VH0924/160 To resolve to accept the minutes of the Village Hall Committee Meeting held on 25th June 2024, as a true and accurate record

Cllr J Gilbody moved, and C Whitehead seconded. All in favour.

VH0924/161 Financial

Cllr L Kingscott and W Kingscott left the meeting.

a) To approve the receipts and payments as of 31st August 24

C Whitehead moved, and Cllr H Varney seconded. All in favour.

b) To note the bar Income and expenditure as of 31st August 24

The information was noted.

Cllr L Kingscott and W Kingscott returned to the meeting.

c) To approve payment to TPC for reimbursement of the Village Hall expenses – June – August 24 for £4602.15

Cllr J Gilbody moved and Cllr L Kingscott seconded. All in favour.

d) To note the internal audit examiners report, financial year ending 31 March 2024.

The information was noted.

e) To consider and approve a spend of £20 for plants/bulbs for the planter at the front of the village hall

Cllr J Gilbody moved, and Cllr H Varney seconded. All in favour. Cllr M ward is to look into The Green Bunch donating bulbs for planting. If bulbs are donated, the £20 can then be used in the spring to purchase summer planting, possibly lavender.

f) To consider and approve the hallway flooring quote at a cost of £883.20 inc VAT in the village hall.

The Committee decided to defer this item for 12mths and requested quotes for a large nonslip mat for the entrance hall be brought back to the next meeting.

g) To consider and approve the remaining redecoration costs for the village hall of £1785.00, as per the attached specification.

It was agreed unanimously not to proceed with the quote. The Clerk to look at alternative options.

h) To note the warranty extension for the bar fridge has been purchased at a cost of £3.44 a month.

The information was noted.

i) To consider 1 x free room hire request including bar from Tibshelf Band for the 7/12/24. To raise funds for the band.

Cllr J Gilbody moved, and Cllr S Wood seconded. All in favour.

j) To reconsider the current option to book the village hall on a Friday or Saturday evening (6pm to midnight) without a bar.

Cllr J Gilbody moved, and Cllr H Varney seconded. All in favour.

It was agreed Friday and Saturday evening bookings must include a bar facility serving alcohol, soft and hot drinks at a cost of £100.

k) To confirm loyalty requirements and entitlement period for regular hirers discount and if appropriate review hire rates.

Deferred to January 2025.

l) To note an update on the replacement of the village hall kitchen.

A quote from Magnet was noted.

m) To consider and approve a quotation for the installation of a flush on the men's urinal.

It was agreed unanimously to stay with the flush system, unless there is a substantial increase in the water bills.

VH0924/162 To review the report of the Communications and Projects Officer and agree actions

The priority of village hall projects was updated as follows.

1- VH Kitchen Renovation.

2- VH Disability Ramp Access, Doors, and toilet.

3- VH Tables (currently awaiting a grant decision).

It was agreed to create a YouTube channel to upload current and future videos for the village hall.

Cllr H Varney moved and Cllr J Gilbody seconded. All in favour.

VH0924/163 To consider Village Hall matters

a) Current regular users/hirers

Tibshelf Playgroup - Mon-Fri am (excludes Weds).

Art Group - Mon evenings.

TPC Social Group – Tues pm.

Games Afternoon – Tues pm.

Tibshelf Tots – Weds am.

Yoga-Weds evenings.

Staffa Baby Clinics - 1st & 3rd Wednesdays pm.

Tibshelf Band – Thurs evenings.

BDC- Chair based class and low impact class- Fri pm.

Bingo- Sunday evenings.

The information was noted.

b) Booking Information

Current booking information was noted.

c) To note the village hall has a fire risk assessment in place that is reviewed annually.

The information was noted.

d) To consider the ongoing hire facility of the meeting room.

The Committee agreed the meeting room is no longer suitable to hire out due to poor disabled access and a lack of facilities. It was agreed it will now be used as a storage room. Cllr J Gilbody moved, and Cllr M Ward seconded. All in favour.

The Admin Assistant is to contact the 1 group that uses the meeting room to offer alternatives.

Cllr H Varney moved Standing orders, and C Whitehead seconded. All in favour.

e) To consider and review the Accessibility UK Audit and approve actions.

The audit was reviewed, and it was confirmed the CPO will be applying for grants in relation to the disabled access, rear pathway, and toilets.

Audit recommendation decisions:

Parking bays – have now been repainted.

Entrances – grant application, website completed.

Hearing – no action.

Visual contrast- review if needed.

Quiet space – no action.

Kitchen – review when grant given.

Dietary Requirements – no action.

The Bar – no action.

Office equipment – completed.

Garden meeting room – no action, as now a storage room.

Lighting – no action.

Noise – no action.

Special events – Facebook post to gauge interest in an autism friendly Santa session.

Toilets – website update and red cord installed.

Rear entrance – website updated.

Garden area – no action apart from pricing up outdoor furniture.

Garden meeting room- grant application for pathway.

Signage – no action.

De-fib – website updated.

C Whitehead moved and Cllr J Gilbody seconded. All in favour.

f) To note an update on removal of village hall outside tap and radiator located in the bar.

The Admin Assistant confirmed that Mr Beckett will contact W Kingscott to arrange - the outside tap is to be positioned through the bar external wall onto the rear walkway.

g) To consider and approve upcoming village hall events

i) Oktoberfest 12/10/24 with a £1 entry fee. All proceeds to the village hall.

ii) 50/60's Night 2/11/24, ticketed event to raise funds for the village hall.

iii) Burns night 7/2/25 & 8/2/25, ticketed event to raise funds for the village hall.

All ticket sales will be donated to the Village Hall funds.

The CPO officer is to advertise in the Autumn/Winter newsletter.

Ticket prices agreed:

Oktoberfest and 50/60's night £5.

Burns night £25 – to be held on the 8/2/25, with the possibility of an additional date of the 7/2/25, if demand is there.

Cllr Kingscott moved, and Cllr Varney seconded. All in favour.

h) To note that all future Parish Council events held at the village hall, including fund raising events for the VH will be decided by the PC events committee.

The information was noted.

VH0924/164 Correspondence

None.

VH0924/165 Confidential

None.

VH0924/166 Date of Next Meeting – 12th November 24.

The meeting closed at 9.10pm.