

To: All Members of the Village Hall Management Committee – Councillors, A Beckett, J Gilbody, L Kingscott, H Varney, M Ward, S E Wood and Committee Members W Kingscott, P Ward and C Whitehead.

22nd January 2025

Dear Councillors and Committee Members

You are summoned to a Meeting of the **VILLAGE HALL MANAGEMENT COMMITTEE** of Tibshelf Parish Council to be held at **7.00 p.m.** on **Tuesday 28th January 2025**

To be held in Tibshelf Village Hall.

The other 4 Members of the Council and Members of the public are invited to attend.

Rachel Tattershaw

Rachel Tattershaw
Parish Clerk and R.F.O.

AGENDA

1. Apologies for absence

2. Public speaking

A period of not more than 15 minutes will be made available for members of the public and members of the council to comment on any matter.

3. Confidential items

To determine which, if any, items from the agenda should, by reason of the confidential nature of the business to be transacted, be taken with the public & press excluded.

4. To resolve to accept the minutes of meeting held on the 12th of November 2024 as a true and accurate record (copy attached).

5. Financial

- a) To note the Annual Charity Commission year end requirements for the 2023/24 accounts. To approve the annual balance sheet and the Trustees Annual Report (see attached).
- b) To consider and approve purchase of Quick Books software to manage the Village Hall accounts, at a cost of £17.20 for the year.
- c) To approve the receipts and payments as of 31st December 24 (report attached).
- d) To approve payment to TPC for reimbursement of the village hall expenses- Oct – Dec 24 for £3698.07. (see attached).

- e) To note the Village Hall Financial Statement for 2024-25 (see attached).
- f) To note the bar income and expenditure as of 31st December 24 (report attached).
- g) To note from April 25, the Parish Council will be paying office rent of £250 per month.
- h) To consider and approve charging the Parish Council for Village Hall bookings.
- i) To consider and approve room hire rates from April 25 (see attached).
- j) To consider hirers being able to decorate the hall for parties and events and any associated costings (tabled by Cllr Varney).
- k) To note the Christmas tree has broken and been disposed of, and to consider a replacement tree or alternative decoration for Christmas 2025 and associated costings.
- l) To note the Village Hall has been awarded a grant for £5000 towards a new kitchen, and to note a project update from the Clerk.
- m) To note the Village Hall kitchen funds, stand at £6368.19 inclusive of a £1000 Bolsover District Councillors Community Grant.
- n) To consider and approve allocation of £82.51 raised from the New Years Eve raffle.
- o) To consider and approve allowing the Chesterfield Art Group to leave there exhibits set up overnight, free of charge on Saturday 19th July and to agree hire costs (tabled by H Varney).
- p) To consider and approve setting a budget to purchase new pans and equipment for the village hall kitchen.
- q) i) To consider and approve hirer booking requests including legal / insurance requirements, request for a food truck and associated costs for craft fairs and coffee mornings.
Proposed dates are 12/4/25, 18/5/24, 27/9/25 & 8/11/25 (see attached and verbal update).
- ii) To consider and approve advertisement of private events booked at the Village Hall and any associated costs.
- r) To consider and approve installing a thermostat secure cover box for the Village Hall at a cost of £12.59.

6. To review the report of the Communications and Projects Officer and agree actions (see attached).

- a) To consider and approve the promotional leaflet design, printing of 100 leaflets and associated costs of £25.98 (see attached). Kitchen photo and hire costs will be updated.
- b) To note the Village Hall project schedule.
- c) To note the grant funding opportunities.

7. 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.
 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.
- b) To note the VH booking information (see attached).
- c) To note the brick facings to the wall of the rear path have disintegrated further and to consider grant opportunities for Village Hall access.
- d) To consider donating the spare kitchen crockery: 46 x large plates, 24 x side plates, 70 x very small side plate, 70 x saucers. Along, with disposing of the old pans/teapots/tea set and old glass wear.
- e) To consider and approve the Safeguarding policy (see attached).
- f) To consider and approve a No Smoking Policy for the VH (see attached).
- g) To consider and approve letters to regular hirers regarding cleaning standards (tabled by Cllr Beckett).
- h) Update on removal of bar radiator and installation of outside tap.
- i) To consider kitchen secure storage options for regular hirers after the refurbishment.
- j) To consider and approve the Administration Assistant sending thank you letters/emails to persons/organisations who donate to the Village Hall.
- k) To consider and approve use of our car park on Saturday 19th and Sunday 20th July 2025 for the Open Gardens event 25

8. Correspondence

- a) To consider an email from a resident requesting illumination to the village hall car park entrance and any associated costs (see email attached).
- b) To consider and approve a request from Freedom Charity. This is to house a Fiat CI Carioca motorhome in our car park once a week, initially until the end of March 25 (see attached).

9. Confidential

None.

10. Date of Next Meeting –25th March 2025