

**Tibshelf Parish Council**  
**DRAFT Minutes of the Meeting of the Village Hall Management Committee 28<sup>th</sup>**  
**January 2025 held at the Village Hall.**

**Present:** Cllrs A Beckett, J Gilbody, H Varney, M Ward, S E Wood and Committee Members P Ward and C Whitehead.

**In attendance:** Rachel Tattershaw- Parish Clerk & R.F.O. Sharon Metcalfe-Administration Assistant.

**VH0125/178 Apologies for Absence**

Cllrs L Kingscott and W Kingscott.

**VH0126/179 Declaration of Members Interests**

Cllr H Varney – item 5 o)

Cllr S E Wood – item 5i)

Mr P Ward – item 5i)

**VH0125/180 Public Speaking**

None.

**VH0125/181 Confidential Items**

None.

**VH0125/182 To resolve to accept the minutes of the Village Hall Committee Meeting held on 12<sup>th</sup> November 2024, as a true and accurate record**

Cllr A Beckett moved, and Cllr J Gilbody seconded. All in favour.

**VH0125/183 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**

The Clerk explained that this year the Charity Commission require a copy of the annual balance sheet with the annual return. The annual balance sheet produced from Quick Books shows historic figures that have not been updated in previous years, therefore the annual balance sheet has required updating to reflect the accurate financial position of the Village Hall.

Cllr J Gilbody asked why his donation of £500 was not shown in the donation figures. The Administration Assistant will correct this error.

Subject to this change Cllr J Gilbody moved, and Cllr H Varney seconded the annual balance sheet and the Trustees Annual Report. All in favour.

**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**

The current Quick Book system is a desktop version. By purchasing the software the Admin Asst will be able to ensure accurate financial reporting on historic figures.

Cllr J Gilbody moved, and Cllr H Varney seconded to purchase Quick Books. All in favour.

**c) To approve the receipts and payments as of 31<sup>st</sup> December 24**

Cllr A Beckett moved, and Cllr H Varney seconded. All in favour.

**d) To approve payment to TPC for reimbursement of the Village Hall expenses – October 24 -December 24 for £3698.07**

Cllr A Beckett moved, and Cllr M Ward seconded. All in favour.

**e) To note the Village Hall Financial Statement for 2024-25**

The Clerk gave a summary of the budget spreadsheet and the financial statement. The information was noted.

**f) To note the bar income and expenditure as of 31<sup>st</sup> December 24**

The information was noted. Councillors asked that W Kingscott be thanked for his continual support in running the bar.

**g) To note from April 25, the Parish Council will be paying office rent of £250 per month**

The information was noted.

**h) To consider and approve charging the Parish Council for Village Hall bookings**

Cllr M Ward moved, and Cllr A Beckett seconded. This is with effect from 01 April 25. All in favour.

**i) To consider and approve room hire rates from April 25**

Cllr S Wood left the meeting due to an emergency at 7.43pm.

Mr P Ward left the room due to a pecuniary interest at 7.43pm, returned at 7.52pm and observed the general discussion. Left the room again at 8.06pm whilst the band hire rates were discussed and returned at 8.12pm.

Cllr J Gilbody left the meeting at 7.57pm.

A discussion took place. Cllr A Beckett proposed and move the following rates and Cllr M Ward seconded. All in favour. P Ward excluded from voting.

<b>Tariff</b>	<b>Rate</b>
Non-Commercial	£15PH
Commercial	£20PH
Bar (weekdays and daytime weekend)	£30.00
Friday & Saturdays 6pm to midnight)	£130.00
Wedding events (includes full day plus 3 hrs set up day before and 3hrs tidy away day after).	£350.00
Tibshelf Band	£400 + facilitating 3 VH Events in the year

**j) To consider hirers being able to decorate the hall for parties and events and any associated costings (tabled by Cllr Varney)**

It was agreed to bring costings of decorating hooks back to the next meeting.

**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**

This item was deferred until the next meeting.

**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**

The information was noted.

**m) To note the Village Hall kitchen funds, stand at £6368.19 inclusive of a £1000 Bolsover District Councillors Community Grant**

The information was noted.

**n) To consider and approve allocation of £82.51 raised from the New Years Eve raffle**

Cllr H Varney moved, and Cllr M Ward seconded for this to be allocated to the kitchen fund. If not used for the kitchen fund, then to award to Tibshelf Tots. All in favour.

**o) To consider and approve allowing the Chesterfield Art Group to leave there exhibits set up overnight, free of charge on Saturday 19<sup>th</sup> July and to agree hire costs (tabled by H Varney)**

The non-commercial rate was quoted for 2 days hire and agreement for free overnight storage. Cllr A Beckett moved, and P Ward seconded. All in favour.

**p) To consider and approve setting a budget to purchase new pans and equipment for the village hall kitchen**

This item was deferred until the next meeting.

**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**

A discussion took place. It was agreed to offer 1 date to both hirers initially. This is provided they comply with the hirer requirements for markets. A decision on further events will be reviewed after they have taken place. Cllr H Varney moved, and Cllr M Ward seconded. All in favour.

**ii) To consider and approve advertisement of private events booked at the Village Hall and any associated costs**

Cllr H Varney moved, and Cllr M Ward seconded to allow free of charge on the notice boards and our Facebook page. All in favour.

**r) To consider and approve installing a thermostat secure cover box for the Village Hall at a cost of £12.59**

Mr P ward moved, and Cllr A Beckett seconded. All in favour.

**VH0125/184 To review the report of the Communications and Projects Officer and agree actions**

**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**

Cllr A Beckett moved, and Cllr H Varney seconded. All in favour. The design will include the new kitchen photo and pricing to say from £15.00 per hour with full price on application.

**b) To note the Village Hall project schedule**

The information was noted.

**c) To note the grant funding opportunities**

The information was noted.

**VH0125/185      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 - 1<sup>st</sup> & 3<sup>rd</sup> 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**

The information was noted.

**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**

Cllr A Beckett moved, and Cllr M Ward seconded to apply to the National Lottery for funding. All in favour.

**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**

It was agreed to keep the crockery as back up for spares. The old pans/teapots/tea set and old glass wear to be disposed of once replacements purchased.

**e) To consider and approve the Safeguarding policy**

Cllr M Ward moved, and Cllr H Varney seconded to approve the policy and that Cllr S E Wood be the appointed person for safeguarding matters and for her to undertake safeguarding elearning. All in favour.

**f) To consider and approve a No Smoking Policy for the VH**

Cllr M Ward moved, and C Whitehead seconded to approve the policy, subject to saying no smoking permitted on the village hall premises. All in favour.

**g) To consider and approve letters to regular hirers regarding cleaning standards**

This item was deferred.

**h) Update on removal of bar radiator and installation of outside tap**

The Clerk is to obtain quotes and bring back to the next meeting.

**i) To consider kitchen secure storage options for regular hirers after the refurbishment**

Cllr A Beckett moved, and Cllr H Varney seconded not to provide secure storage. All in favour. The Administration Assistant is to communicate this to the regular hirers.

**j) To consider and approve the Administration Assistant sending thank you letters/emails to persons/organisations who donate to the Village Hall**

Cllr A Beckett moved, and C Whitehead seconded. All in favour.

**k) To consider and approve use of our car park on Saturday 19<sup>th</sup> and Sunday 20<sup>th</sup> July 2025 for the Open Gardens event 25**

Cllr A Beckett moved, and C Whitehead seconded. All in favour.

**VH0125/186 Correspondence**

**a) To consider an email from a resident requesting illumination to the village hall car park entrance and any associated costs**

Cllr A Beckett moved, and Cllr M Ward seconded to keep the current arrangements of the illuminated strips, that have been put on the gates, unless further concerns are raised. All in favour.

**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**

Cllr A Beckett moved, and Cllr H Varney seconded. All in favour.

**VH0125/187 Confidential**

None.

**VH0125/188 Date of Next Meeting – TBC**

The meeting closed at 9.15pm.