

**Tibshelf Parish Council**  
**DRAFT Minutes of the Meeting of the Village Hall Management Committee 8<sup>th</sup> April**  
**2025 held at the Village Hall.**

**Present:** Cllrs A Beckett, J Gilbody, L Kingscott, H Varney, S E Wood and Committee Members W Kingscott.

**Absent:** P Ward.

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

**VH0425/1    Apologies for Absence**

Cllrs M Ward and C Whitehead.

**VH0425/2    Variations of Order of Business**

None.

**VH0425/3    Declaration of Members Interests**

Cllr L Kingscott – 8a.

W Kingscott – 8a.

**VH0425/4    Requests for Dispensations**

None.

**VH0425/5    Public Speaking**

None.

**VH0425/6    Confidential Items**

None.

**VH0425/7    To resolve to accept the minutes of the Village Hall Committee Meeting held on 28<sup>th</sup> January 2025, as a true and accurate record**

Cllr A Beckett moved, and W Kingscott seconded. All in favour.

**VH0425/8 Financial**

Cllr L Kingscott and W Kingscott left the meeting.

**a)      To approve the receipts, payments, and bank reconciliations as at 31<sup>st</sup> Mar 25.**

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

Cllr L Kingscott and W Kingscott returned to the meeting.

**b)      To approve payment to TPC for reimbursement of the Village Hall expenses – Jan – Mar 25 at a cost of £6155.00.**

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

- c) **To note the bar income and expenditure for January – March 25 and final totals for the year.**

The information was noted. Councillors thanked W Kingscott for his hard work and continual support in running the bar.

- d) **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.**

It was agreed the Clerk would cost up options of a 7ft or 8ft pre- lit Christmas tree and decorations, for a future agenda. The Clerk will ask the CPO officer to advise on grant opportunities for this.

- e) **To consider and approve setting a budget to purchase new pans and equipment for the village hall kitchen. The total balance remaining from the kitchen fund is £622.36.**

A list of items was agreed. The Admin Asst and Cllr S Wood to purchase the equipment and the balance from the £622.38 to be on the next agenda. Cllr J Gilbody moved and Cllr L Kingscott seconded. All in favour.

- f) **To review the income of the monthly darts night and consider increasing to fortnightly.**

The information was noted. Cllr J Gilbody and Cllr A Beckett agreed in principle for the Friday fortnightly darts sessions to go ahead and be reviewed after 6 months.

W Kingscott is to decide the start date. Flexibility will be given to dates if the VH has booking enquiries. All in favour.

- g) **To consider and approve the purchase and quantity of darts equipment as listed below, location and if applying MDF backing to the walls (tabled by W Kingscott).**

Product		Cost
Dartboard cabinet with light		£70.00
Free standing board with stand		£194.99
Dartboard light		£29.95 + £ 4.99 delivery
Dart mat		£19.99 + £8.99 delivery
2 x MDF boarding	1220m x 610mm	£45.85

A discussion took place. Cllr A Beckett moved and Cllr J Gilbody seconded to purchase the dartboard cabinet with a light for £70, 1 x dart mat at £19.99 and floor matting. The cabinet is to be painted grey and placed at the top of the hall. W Kingscott is to purchase the floor matting and be re-imbursed. All in favour.

- h) **To review and approve bar prices to be implemented with immediate effect.**

A discussion took place. Competitive purchasing of stock needs to occur. It was agreed to keep the bar prices as they are and review in 6 months time. Cllr H Varney moved and Cllr J Gilbody seconded. All in favour.

Bar snacks will be placed on the next agenda.

- i) **To approve a traders account at Parfett's Cash and Carry for W Kingscott.**  
Cllr A Beckett moved and Cllr J Gilbody seconded. All in favour.
- j) **To note the Quick books system has been set up to link transaction information from our bank accounts.**  
The information was noted.
- k) **To consider if a cancellation policy for regular hirers is needed or whether the office staff can use their discretion if weekly bookings are cancelled at short notice.**  
A discussion took place the Clerk is review options and bring back to the next meeting.
- l) **To consider and approve the purchase and quantity of stainless-steel round lifting ring pulls at a cost of £8.99 inc VAT for 4, plus £4.99 delivery charge. For village hall decorating.**  
A discussion took place. It was agreed to purchase 3 packs and place around the room. Ideally, some under the existing light fittings. Cllr H Varney moved, and Cllr A Beckett seconded. All in favour.
- m) **To consider the Legionella inspection recommendations and associated costs- update by the Clerk.**  
The Clerk confirmed the Legionella water sample test was undertaken in November 2024 and the result was negative. The Legionella Inspection was then completed in January 2025 and identified some high-risk areas - a quote has been sought to mitigate these risks. Cllr A Beckett moved and W Kingscott seconded to approve the quote for works at a cost of £269.10 inc VAT. All in favour.
- n) **To consider and approve the cost to remove the radiator behind the bar and install an outside tap at a cost of £123.50**  
Cllr A Beckett moved, and Cllr H Varney seconded. All in favour.

**VH0425/9 To review the report of the Communications and Projects Officer and agree actions**

- a) **To note village hall promotional leaflet information**  
The information was noted.
- b) **To consider quotations for the Village Hall disability access ramp funding application - 1 further quote available at the meeting.**  
This item was deferred to the next meeting.
- c) **To note grant funding opportunities.**  
The information was noted.

**VH0425/10 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.

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 consider and approve letters to regular hirers regarding cleaning standards. (tabled by A Beckett).**

No longer required.

**d) To note an update from the Clerk on the Village Hall Carbon Reduction Survey and to approve any actions and associated costings.**

The Clerk gave an overview of the report and confirmed the following actions:

- A draft seal has been fitted to the rear hall doors.
- The thermostat has had a secure cover fitted to it.
- The wall vents in the hall have been cleaned and are permanently closed.

It was agreed to bring costings back to the next agenda for:

- A replacement bar bottle fridge
- Insulation for the roof space

It was agreed to take no action on the following recommendations at this stage:

- Internal wall installation.
- LED lighting to the kitchen and rear storeroom

**e) To consider a resident's request for loan of the 13 village hall tables for the 12<sup>th</sup> July 2025 (tabled by S Wood).**

Cllr J Gilbody moved to loan 13 tables to the resident and Cllr A Beckett seconded. All in favour

**f) To consider a request from a hirer to bring in 12 bottles of Champagne for a graduation party, for a toast.**

Cllr J Gilbody moved to allow the hirer to bring in 12 bottles of champagne with no extra charge and Cllr A Beckett seconded. All in favour.

**VH0425/11 Correspondence**

None.

**VH0425/12 Confidential**

None.

**VH0425/13 Date of Next Meeting – 13<sup>th</sup> May 2025.**

The meeting closed at 8.26pm.