

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.

7<sup>th</sup> May 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 13<sup>th</sup> May 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 (MEMBERS OF THE PUBLIC AND PRESS ARE WELCOME TO ATTEND)**

- 1. To receive apologies for absence.**
- 2. Variations of order of business.**
- 3. Declaration of Members' Interests**
- 4. Requests for Dispensations**  
To receive and, if appropriate, approve.
- 5. Public Speaking** A period of **not more than fifteen minutes** will be made available for members of the public and Members of the Council to comment on any matter.
- 6. Confidential items**  
The Committee are recommended to resolve members of the press and public are excluded from the meeting during consideration of the following agenda items by reason of the confidential nature of the items of business to be transacted in accordance with the Public Bodies (Admission to Meetings) Act 1960, s1, by reason of the confidential nature of the following business.
- 7. To approve the draft minutes of the meeting held on the 8<sup>th</sup> April 2025** (see attached).

## 8. Financial

- a) To approve the receipts and payments as at 30th April 25 (report attached).
- b) To approve payment to TPC for reimbursement of the village hall expenses – April 25 at a cost of £771.07 (see attached).
- c) To note the statement of activity and balance sheet for April 25 (report attached).
- d) To note £500 funding has been received from Arnold Clarke and to consider the purchasing of a new bar fridge and associated costs. (See attached).

For information, please find bar fridge prices and examples attached.

Model	Energy Rating	Cost	Warranty
Empire double Door 208l Bottle Cooler hinged door	C	£430.80	£58.80 2yr parts & labour warranty
Cater-Cool Double Sliding Door Bottle Cooler	No class	£519.99	2yrs parts& labour warranty included
Polar G-hinged door	D	£551.98	2 yr. parts & labour warranty included

- e) To consider the Rangers painting the village hall gates and railings over the summer at a cost of £150 for the paint.
- f) To review the current village hall security arrangements for bookings, and consider hirers being issued keys and an alarm fob with a security deposit.
- g) To note a Christmas Tree has been purchased at a cost of £30.00, for the village hall.
- h) To consider and approve associated costs for the Christmas decorations including but not limited to:
  - I. Tree decoration budget.
  - II. 32ft Christmas Fabric Banner at a cost of £13.99
  - III. LED Christmas tree lights at a cost of £16.99.
- i) To review the current arrangement of charging hirers for setting up and locking up in terms of the regular hirers and associated costs.
- j) To consider and approve a free room hire request by Mrs S Wood for an over 65 Afternoon Tea on 10<sup>th</sup> August 2025.
- k) To note the Internal Audit for 2024/25 has been completed with no issues.

l) To consider a reduction in hire fees, request from BDC (email attached).

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

- a) To note the current project schedule.
- b) To consider applications and allocate projects to the SPAR and ASDA grants.
- c) To note grant funding opportunities.

**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.
  - 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.

- b) To note the VH booking information (see attached).

**11. Correspondence**

- a) To consider a resident's request for the loan of a large teapot as they are participating in the Open Garden event.

**12. Confidential**

None.

**13. Date of Next Meeting –22<sup>nd</sup> July 2025.**