

Tibshelf Parish Council
DRAFT Minutes of the Meeting of the Village Hall Management Committee
13th May 2025 held at the Village Hall.

Present: Cllrs A Beckett, J Gilbody, H Varney and Committee Members W Kingscott, P Ward & C Whitehead.

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

VH0525/1 Apologies for Absence

Cllrs L Kingscott, M Ward and S E Wood.

VH0525/2 Variations of Order of Business

None.

VH0525/3 Declaration of Members Interests

W Kingscott declared an interest in item 8a.

P Ward declared an interest in item 8i.

VH0525/4 Requests for Dispensations

None.

VH0525/5 Public Speaking

None.

VH0525/6 Confidential Items

None.

VH0525/7 To resolve to accept the minutes of the Village Hall Committee Meeting held on 8th April 2025, as a true and accurate record

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

VH0525/8 Financial

W Kingscott left the meeting at 7.03pm.

a) To approve the receipts and payments as at 30th April 25.

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

APPENDIX VH0525/8A

W Kingscott returned to the meeting at 7.05pm.

b) To approve payment to TPC for reimbursement of the Village Hall expenses – Apr 25 at a cost of £771.07.

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

c) To note the statement of activity and balance sheet for April 25.

The information was noted. Councillors discussed the deficit of -£5611.77 for April and agreed to monitor future months carefully alongside the increased hire fees. The Clerk pointed out that the April figures included the Jan-Mar 25 expenses re-imbursed to Tibshelf Parish Council for £6155.00.

APPENDIX VH0525/8C

d) To note £500 funding has been received from Arnold Clarke and to consider the purchasing of a new bar fridge and associated costs.

A discussion took place. It was agreed to purchase a 3-door bottle fridge with a budget set at a maximum of £800.00, delegating power to Cllr J Gilbody and W Kingscott, to select an appropriate 3 door fridge (Admin Assistant to source fridge quotes).

To be purchased when the current bottle fridge breaks. Cllr A Beckett moved and Cllr J Gilbody seconded. All in favour.

e) To consider the Rangers painting the village hall gates and railings over the summer at a cost of £150 for the paint.

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

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.

A discussion took place. Additional volunteers for opening and locking up are Cllr J Gilbody, Cllr A Beckett and P Ward - it was agreed to use current keys and share the alarm code. To be reviewed in 6 months.

g) To note a Christmas Tree has been purchased at a cost of £30.00, for the village hall.

The information was noted.

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.

A discussion took place. It was agreed to set a budget of £150.00 to purchase the tree decorations, in traditional red and gold colours.

To purchase the banner at a cost of £13.99.

To purchase LED warm white lights, as many as possible for up to £50.00.

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

i) To review the current arrangement of charging hirers for setting up and locking up in terms of the regular hirers and associated costs.

A discussion took place. It was agreed to send a generic email to all hirers confirming booking times required, including entering the hall to set up to leaving the hall.

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

j) To consider and approve a free room hire request by Mrs S Wood for an over 65 Afternoon Tea on 10th August 2025.

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

k) To note the Internal Audit for 2024/25 has been completed with no issues.

The information was noted.

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

A discussion took place. It was agreed to amend the hire rate to the non-commercial rate of £15ph and to extend an offer for them to attend the Summer Social group to promote the BDC activities.

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

VH0525/9 To review the report of the Communications and Projects Officer and agree actions

a) To note the current project schedule.

The information was noted.

b) To consider applications and allocate projects to the SPAR and ASDA grants.

It was agreed for the CPO Officer to source quotes for automated and accessible doors for the front, internal and rear door and apply for funding.

Cllr A Beckett asked that the CPO Officer also looked into funding opportunities at the Co-Op and Tesco Supermarkets.

c) To note grant funding opportunities.

The information was noted.

VH0525/10 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 - 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

The information was noted.

VH0525/11 Correspondence

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

It was agreed to loan one of the old teapots.

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

VH0525/12 Confidential

None.

VH0525/13 Date of Next Meeting – 22nd July 2025.

The meeting closed at 8.20pm.