

**Tibshelf Parish Council**  
**DRAFT Minutes of the Meeting of the Village Hall Management Committee**  
**22<sup>nd</sup> July 2025 held at the Village Hall.**

**Present:** Cllrs A Beckett, G Foley, L Kingscott, D Rutland, H Varney, R Vaughan, M Ward and S E Wood. Committee Members W Kingscott.

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

**VH0725/01 To elect a Chair for the forthcoming year**

Cllr Wood asked for nominations for the position of Chair.  
Cllr Kingscott nominated Cllr Wood, seconded by Cllr Varney.  
Cllr Foley nominated Cllr Vaughan, seconded by Cllr Rutland.

The Clerk advised that as Cllr Vaughan is Chair of the Trustees Committee, ideally, if possible, another Councillor voted in as Chair would avoid any conflict of interest.

A vote was taken Cllr Wood (4 voted for); Cllr Vaughan (4 voted for).  
In her position as Chair, Cllr Wood placed the casting vote for herself.  
Cllr Wood accepted the position.

**VH0725/02 To elect a Vice-Chair for the forthcoming year**

Cllr Wood asked for nominations for the position of Vice -Chair.  
Cllr Wood nominated Cllr Varney, seconded by Cllr Ward.  
Cllr Foley nominated Cllr Vaughan, seconded by Cllr Rutland.  
A vote was taken Cllr Varney (3 voted for); Cllr Vaughan (4 voted for). 1 abstention.  
Cllr Vaughan accepted the position.

**VH0725/03 To consider Co-option of community representatives on the village hall management committee.**

Cllr Beckett moved to Co-opt W Kingscott. Cllr Wood seconded. All in favour.

**VH0725/04 Apologies for Absence**

Cllrs J Gilbody.

**VH0725/05 Variations of Order of Business**

None.

**VH0725/06 Declaration of Members Interests**

Cllr Kingscott declared an interest in item 11a).  
Cllr Wood declared an interest in items 11a) & 11j)  
W Kingscott declared an interest in item 11a)

**VH0725/07 Requests for Dispensations**

None.

**VH0725/08 Public Speaking**

None.

**VH0725/09 Confidential Items**

None.

**VH0725/10 To resolve to accept the minutes of the Village Hall Committee Meeting held on 11<sup>th</sup> May 2025, as a true and accurate record**

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

**VH0725/11 Financial**

Cllr Kingscott, Cllr Wood and W Kingscott left the meeting at 7.08pm.

**a) To approve the receipts and payments for May and June 25.**

Cllr Beckett queried the hanging basket payment going into the VH accounts. The Administration Assistant explained all Worldpay card payments go into the VH bank account. Any monies then due to the Parish Council are re-imbursed to them.

Cllr Beckett moved, and Cllr Vaughan seconded. All in favour.

Cllr Kingscott, Cllr Wood and W Kingscott returned to the meeting at 7.10pm.

**b) To note the statement of activity for May and June 25.**

The information was noted. The Committee wish to see all expenditure that is reimbursed to the Parish Council accounted for in the month it applies to. The Clerk to review the current accounting system to accommodate this.

**c) To note the combined balance of the current and reserve accounts-  
May 25-£13,354.52     June 25-£15,716.98.**

The information was noted.

**d) To approve payment to TPC for reimbursement of the village hall expenses – costs of £3131.13 for May 25 and £666.07 for June 25.**

Cllr Beckett moved, and Cllr Kingscott seconded, all in favour.

**e) To note Worldpay transaction charges for April of £10.14, May £19.15, June £16.41 – these figures are automatically deducted by Worldpay from the income figures.**

Cllr Kingscott stated the Worldpay fees should be shown as a separate expense. Accounting methods will be looked at to accommodate this.

The Administration Officer stated that the final 6 mths of the Worldpay contract will increase the charges by £30 a month. This is due to the 2 x terminals no longer having a discount.

This contract expires on the 13<sup>th</sup> December 25. Cllr Beckett asked that new quotes be brought back to the September meeting.

**f) To consider charging an entry fee to the Darts and Dominoes, Bingo nights – tabled by Cllr Vaughan (bar income figures attached).**

A discussion took place. The proposal was:

- 1) Every session of Darts and Dominoes to sell scratch cards/raffle tickets to raise funds for the VH.
- 2) Bingo to sell scratch cards and fill up over a 2-week period- alternating between raising funds for the VH and Music Carnival.

Cllr Wood moved and Cllr Vaughan seconded, all in favour.

**g) To note Darts and Dominoes is now advertised to be held fortnightly until the end of August and to consider and approve if continuation of this going forward.**

Cllrs Beckett moved, and Cllr Vaughan seconded. All in favour.

- h) **To consider and agree future VH Fundraising events.**
  - i) **Oktoberfest -04.10.25 - tabled by Mr P Ward**
  - ii) **Burns night –07.02.26 - tabled by Mr P Ward**
  - iii) **NYE party- 31.12.25**

The above events have been agreed. Item i) and ii) are Mr P Wards events and item iii) is a VH event. The CPO officer is to discuss branding and advertising of Oktoberfest event with P Ward.

Cllr Beckett moved W Kingscott seconded. All in favour.

- i) **To consider a free room hire request for Tibshelf Band Carol Concert 6/12/25.**

It was agreed to offer a free bar if the event was held on the bands regular Thursday evening booking. Any weekend booking would be chargeable at £130.00. The hirer is to be informed they have the option of applying to the Parish Council for a grant to be considered. Cllr Kingscott moved, and Cllr Wood seconded. All in favour.

Cllr Wood left the meeting at 8.20pm.

- j) **To consider and approve Mr S Wood as DJ for NYE party and payment of £175.00.**

The Administration Assistant advised of an amendment to the sum and confirmed the DJ charge is £200.00.

Cllr Foley moved, and Cllr Kingscott seconded.

- k) **To note that the Parfett's account is now in place and the credit limit is set at £1500 per week.**

The information was noted.

- l) **To note Tibshelf Tots will be resuming sessions on the 10<sup>th</sup> September 2025.**

The information was noted.

- m) **To consider a new sanitary waste contract, renewal is due 28/10/25.**

<b>Contract</b>	<b>Cost per annum</b>
<b>Current Supplier</b>	<b>£778.54 (estimated costs inc 6% increase)</b>
<b>Option 2</b>	<b>£336.00</b>
<b>Option 3</b>	<b>£950.40</b>

Cllr Kingscott asked if Option 2 is the same service as we currently have. The Administration Assistant stated the frequency (monthly) is the same, however, the nappy bin is a smaller unit at 45 litre capacity. The Admin Asst suggested trialling this and if more capacity is needed, the emptying of this can be arranged fortnightly at an extra cost of £140 +vat per annum.

The Administration Assistant confirmed that Option 2 has offered a price freeze for 3yrs.

Cllr Kingscott moved to accept option 2, and Cllr Wood seconded. All in favour.

- a) **To approve the Village Hall being signed up to the BDC Community Lottery causes page.**

Cllr Varney moved, and Cllr Wood seconded. All in favour.

**VH0725/12 To review the report of the Communications and Projects Officer and agree actions**

- a) **An update from the Comms and Projects Officer on grant funding applications.**

The CPO confirmed he will be applying to B & Q for funding to replace the external front doors. This is in addition to the application that has gone to SPAR.

The Committee noted the 4 quotes received to rebuild the rear path walls and resurface the path and agreed to apply to the National Lottery for funding, submitting a quote for £22,572.

The CPO stated a funding pot is available with YAP for running costs of the hall if income is less than £40k. He will continue to look for this type of funding.

- b) **To review the village hall project priorities schedule.**

This remains the same.

- c) **To consider a village hall marketing plan and associated costs.**

It was agreed to keep Facebook as a free platform and boost posts through other groups profiles on Facebook.

- d) To note the grant funding opportunities

The information was noted.

**VH0705/13 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.

The information was noted.

- b) **Booking Information**

The information was noted.

- c) **To discuss and confirm arrangements for bar cover in the absence of W Kingscott. – tabled by Cllr S Wood.**

W Kingscott is to share a list with the Administration Assistant of bar cover he approves to work in his absence.

- d) **To discuss and consider arrangements for Village Hall bookings access and lock up- tabled by Cllr R Vaughan.**

A discussion took place. The Committee confirmed cover can be provided amongst themselves; Cllr Ward also volunteered. Cllr Vaughan is now only available on weekdays.

This is to be reviewed at the next meeting.

- e) To note that Village Hall events must be managed/agreed by the Village Hall Management Committee under the current Terms of Reference.

The information was noted.

**VH0725/14 Correspondence**

To note the attached email thanking the Village Hall Committee for the loan of the teapot, for the charity Open Garden event.

The information was noted.

**VH0725/15 Confidential**

None.

**VH0725/16 Date of Next Meeting – 23<sup>rd</sup> September 2025.**

The meeting closed at 9.00pm.

DRAFT