

DRAFT Minutes of the Meeting of Tibshelf Village Hall Management Committee held on Tuesday 23rd September 2025 at 7pm in Tibshelf Village Hall.

Present:

Cllr S E Wood (Chair), Cllr R Vaughan (Vice Chair), Cllr A Beckett, Cllr J Gilbody, Cllr L Kingscott, Cllr H Varney, Mr W Kingscott and Mr P Ward.

In attendance:

R Tattershaw (Parish Clerk), S Metcalfe (Administration Assistant).

Not attended:

Cllr G Foley. Cllr D Rutland.

0925/01 To consider Co-option of community representatives onto the Village Hall Management Committee

Cllr Beckett moved, seconded by Cllr Gilbody to Co-opt Mr P Ward onto the committee as a community representative, and **RESOLVED** unanimously to approve.

0925/02 To receive apologies for absence.

Apologies received from Cllr M Ward.

0925/03 Variations of order of business.

None.

0925/04 Declaration of Members' Interests

Cllr Kingscott and Mr Kingscott declared an interest in item 9a To approve the receipts and payments for July and August 25.

Cllr Wood declared an interest in item 9n To consider a free room hire request for OAP Christmas dinner on 7th December, 9am-5pm

0925/05 Requests for Dispensations

None received.

0925/06 Public Open Forum.

Mr Kingscott made the committee aware of an instance when a member of the public accessed the building to use the toilet during a booked children's party. An appropriate lock for the front door will be discussed at the next meeting pending a grant decision outcome for replacement front and rear doors.

0925/07 Confidential items

It was agreed item 14a) To consider any associated costs with volunteer bar cover and item 14b) To consider opening and locking up procedures for non-bar bookings were confidential under Schedule 12A of the Local Government Act 1972.

0925/08 To approve the draft minutes of the meeting of the Village Hall Management Committee meeting held 22nd July 2025.

It was moved by Cllr Beckett, seconded by Cllr Kingscott, and **RESOLVED** unanimously to accept the minutes as an accurate record.

Cllr Kingscott and Mr Kingscott left the room at 7.05pm.

- a) To approve the attached Receipts and Payments report for July and August 2025.

It was moved by Cllr Beckett, seconded by Cllr Wood, and **RESOLVED** unanimously to approve the Receipts and Payments Reports (Appendix 0925/09A).

Cllr Kingscott and Mr Kingscott returned to the room at 7.05pm.

- b) To note the attached statement of activity reports for July and August 2025.

Noted.

- c) To note the combined balance of the current and reserve accounts July 25-£13,534.95 August 25-£15,087.77.

Noted.

- d) To approve payment to TPC for reimbursement of the village hall expenses – costs of £1558.88 for July 25 and £1604.12 for August 25.

It was moved by Cllr Kingscott, seconded by Cllr Beckett, and **RESOLVED** unanimously to approve the reimbursement to TPC of village hall expenses.

- e) To consider and approve costs for re-wiring repairs to the village hall

A discussion took place. The Clerk stated that the Village Hall Management Committee could consider a grant application to the Parish Council as this falls under capital works.

Due to the urgency of this matter, it was moved by Cllr Gilbody, seconded by Cllr Varney, and **RESOLVED** unanimously to approve option 1 at a cost of £960.00 from A2R Electrical services Ltd.

- f) To note costs of £192.00 to install a sensor flood light in the car park and repair to the light at the front entrance.

Noted. The Clerk stated this was installed for health and safety requirements on the dark nights and to deter thieves.

- g) To consider and approve costs for a tree survey, last survey in May 2021.

It was moved by Cllr Kingscott, seconded by Cllr Gilbody, and **RESOLVED** unanimously to approve option 1 at a cost of £300.00 from Commonwealth Trees.

- h) To consider and approve costs for tree works to a large oak tree in the car park, or to consider waiting for all works to be quoted following the tree survey.

It was moved by Cllr Beckett, seconded by Cllr Kingscott, and **RESOLVED** unanimously to approve option 1 at a cost of £960.00 from S. Burrows Tree and Gardening Services.

- i) To consider and approve costs for a new cistern with push button in the gent's toilets at a cost of £540.54.

This item was deferred to the next meeting, where 2 more quotes will be provided.

- j) To consider and approve a card machine supplier, a minimum spends by card and to allow personal cards only for bar transactions.

It was moved by Cllr Kingscott, seconded by Cllr Gilbody, and **RESOLVED** unanimously to approve option 2 (provided by Clover) from the comparison table and to set a minimum spend by card of £3.00.

- k) To review and consider an increase in the current bar prices.

It was moved by Cllr Gilbody, seconded by Cllr Beckett, and **RESOLVED** unanimously to approve an increase to £4.00 for bottles of Corona. All other bar prices to remain the same.

- l) To review and consider a revised increase in the booking deposit amount of £10.00

It was moved by Cllr Varney, seconded by Cllr Gilbody, and **RESOLVED** unanimously to set a

non - refundable deposit of 50% of the total hire fee. In addition, the balance is to be paid no later than 14 days prior to the event. The balance is non-refundable if the event is cancelled within 14 days, unless a replacement booking is made, which may result in a partial refund, subject to deduction for administration and loss revenue costs.

- m) To note darts and dominoes will be cancelled on Friday 31st October to enable Kids Activities to hold a Halloween Disco.
Noted.

Cllr Wood left the room at 8.04pm.

- n) To consider a free room hire request for OAP Christmas dinner on 7th December, 9am-5pm.
It was moved by Cllr Beckett, seconded by Cllr Kingscott, and **RESOLVED** unanimously to approve the free room hire request.

Cllr Wood returned to the room at 8.05pm.

0925/10 Communications and Projects Officer Update

- a) To note grant decisions are still outstanding.
Noted. The Clerk updated that the grant application for repairs to the rear ramp has been made.

0925/11 To consider Village Hall matters

- a) To note the Current regular users/hirers, as stated below:

Tibshelf Playgroup - Mon-Fri am (excludes Weds).
Taekwondo - Mon evenings.
Summer Social – Tues pm.
Staffa Baby Clinics - 1st & 3rd Wednesdays pm.
Tibshelf Band – Thurs evenings.
BDC- Chair based class - Fri pm.
Darts/Dominoes – Fortnightly on a Friday.
Bingo- Sunday evenings.

Noted.

- b) To note the VH bookings for July and August.
Noted.

- c) To note an update on the fire safety management of the village hall.
The Clerk gave an update stating that the fire risk assessment completed by Ellis Whittam is reviewed annually. The fire alarm, emergency lighting and extinguishers are checked professionally every 6 months and the Rangers complete recorded routine checks weekly and monthly. Cllr Gilbody asked that the frequency of the fire alarm, emergency lighting and fire extinguishers is reviewed after the next routine check in October 2025.

- d) To consider a booking enquiry for the VH to be used for a roller-skating party for local family and friends – this may possibly be a regular event.
It was moved by Cllr Beckett, seconded by Mr Kingscott, and **RESOLVED** unanimously to decline the booking enquiry request on the grounds that this could cause damage to the new flooring and decorative condition of the hall.

0925/12 To note an update from the Village Hall Trustees Meeting held 16.09.2025.

- a) To note the attached amended Tibshelf Village Hall Management Committee Finance and Reserves Policy and Procedures approved by the Village Hall Trustees.

The Clerk communicated that the only change to the policy is the approval of the Admin Assistant processing payments for regular, approved expenditure including staff salary (as per contract) and utility

bills (within budget). These payments do not require individual approval, provided they fall within agreed budgets and have been previously authorised by the trustees as part of routine operations. All such payments must be reported to the Village Hall Management Committee at the next meeting, with supporting documentation retained for audit purposes.

b) To note the attached Village Hall Volunteer Code of Conduct approved by the Village Hall Trustees.
The Clerk stated all volunteers are expected to sign this document. The information was noted.

c) To note the attached Village Hall Bar Operations and Governance Policy approved by the Village Hall Trustees.
The Clerk confirm that the Chair of the Trustees has signed this document. The information was noted.

d) To note an application is being made to the Village Hall Inspiration Awards.
Noted.

e) To note village hall group constitutions decisions for reduced hire rates will be delegated to the Village Hall Management Committee.
Noted.

0925/13 **Correspondence**
None.

0925/14 **Confidential items**

To exclude the public & press, in accordance with the Public Bodies (Admission to Meetings) Act 1960, s1, by reason of the confidential nature of the following business.

a) To consider any associated costs with volunteer bar cover.
It was moved by Cllr Wood, seconded by Cllr Vaughan, and **RESOLVED** unanimously that travel costs only will be brought to meetings for consideration of refunds.

b) To consider opening and locking up procedures for non-bar bookings.
Mr W Kingscott confirmed he is happy to be the main person to open and lock up.

0925/14 **To confirm date and time of the next meeting.**
Tuesday 4th November 2025.

The meeting closed at 8.28pm.