

**Minutes of Village Hall Trustees held on Tuesday 21<sup>st</sup> July 2026**

**Councillors Present:** Cllr J Gilbody, A Beckett, B Jones, V Varney, M Ward, M Watkinson, S Wood and R Vaughan (Chair).

**In attendance:** Mrs. G Culverwell (Parish Clerk & RFO)

**Non attendance:** Cllr D Rutland and Cllr G Foley

**01-26.1 Election of Chair of the Village Hall Trustees committee.**

Cllr Vaughan opened the meeting and invited nominations for Chair.  
Cllr H Varney was nominated.

It was **Resolved** that Cllr H Varney be elected as the Chair of the Village Hall Trustees Committee.

**01-26.2 Confirm Tibshelf Village Hall Trustee members retrospectively for the forth coming year.**

Following a brief discussion, it was decided that all Councillors should be on the Village Hall Trustee Committee.

It was **Resolved** that all Councillors of Tibshelf Parish Council should be on the Village Hall trustee Committee.

**01-26.3 Apologies for absence and acceptance of reasons given to the Clerk prior to the meeting.**

Apologies for absence and the reasons given were presented for Cllr L Kingscott.  
It was noted that Cllr Watkinson would be slightly late.

It was **Resolved** to accept apologies for absence and reasons given from Cllr Kingscott.

**01-26.4 Receipt of any Declarations of Members Interest under the Localism Act 2011.**

No new declarations were made.

**01-26.5 Approve the minutes of the Village Hall Trustee meeting held on 27<sup>th</sup> January 2026.**

It was **Resolved** to accept the minutes of the draft minutes of the Village Hall Trustees Meeting held on 27<sup>th</sup> January 2026 as a true record of the meeting and were signed as the Minutes of that Meeting accordingly.

Cllr Jones would investigate the repair needed in the storage room.

**01-26.6 Approve the Year End Balance Sheet as at 31.03.26**

Members questioned if the figures on the Year End Balance sheet included grants which the Clerk confirmed was the case.

It was **Resolved** to approve the Year End Balance Sheet as at 31.03.26

Cllr Watkinson arrived at 18.27pm

**01-26.7 Note the current and capital reserves bank balance as at 31.03.26, which includes £21,000 of grants.**

Members noted receiving the bank balances and the financial activities.

Cllr Beckett found it hard to decipher the financial activities and would have welcomed the Administration Assistant being present to help with any members queries. Cllr Gilbody mentioned that income has decreased due to regular booking of the Playgroup having ended, this did not appear to be reflected in the financial activities.

The Village Hall cost of private cleaning was also highlighted particularly as bookings had reduce, members questioned if the Village Hall was getting value for money. The in-house cleaner could possibly improve the cleaning schedule to include a deep cleaning programme.

Members decided to include an agenda item on the next Parish Hall Committee meeting to discuss the cleaning processes more fully.

Cllr Beckett suggested that printed versions delivered to Councillors would aid the meeting. The Clerk would facilitate the circulation of papers for future meetings.

**01-26.6a To note the 2025-26 Examiner Report**

Members noted the Examiners Report which took place for the year ended 31<sup>st</sup> March 2026. The examiner set out clearly the Trustees responsibilities and formed a report on that basis. The examination included a review of the accounts along with presented records.

In conclusion the examiner found 'no matter has come to my attention'.

**01-26.7a To note the Annual Return to the Charity Commission is to be completed in August 2026**

Members noted that the Annual Return would be completed in August and would like the supporting evidence to be submitted to be circulated to all Councillors.

**01-26.8 Approve the Trustees Annual Report for 2025-2026**

The Trustees annual report had been circulated to members.

It was **Resolved** that the report be approved.

**01-26.9 Review and approve the Finance and Reserves Policy and Procedures and Village Hall Bar Operations and Governance Policy.**

Cllr Beckett suggested that section 6 Volunteers should be reviewed at item 6.1 to establish what the Volunteer Code of Conduct entails.

Members **Resolved** to approve the Finance and Reserves Policy and Procedures and Village Hall Bar Operations and Governance Policy.

**01-26.10 Consider or update Village Hall maintenance and renovations requirements**

Members were keen to begin tidying, decorating and renovating in readiness for the new ramp and patio area that would be built during the Summer. The new outside area would enhance the Village Hall the hope being to make it more appealing to hirers.

The following list was compiled:

Back Storeroom

1. Any repairs to be identified and repair completed
2. Moving of the shelving to allow decoration.
3. New doors from the storage area into the Hall to be installed to allow improved access. (costing required)

Meeting room -to be completed by October

1. Skip to be ordered.
2. Meeting room to be cleared.
3. Items to be kept stored elsewhere (Village Hall/new shed)
4. Meeting room to be checked for Asbestos.
5. Meeting room to be removed (craned out/advertised for collection)

**01-26.11 Confirm the date and time of the next meeting.**

Village Hall Trustees to meet on 16th February 2027 at 6.00pm