

**Draft minutes of the meeting of Village Hall Committee
held on Tuesday 21st October 2014 at 19.00
in the Parish Council meeting room
at Upper Pendrill court**

Present: Chris Howlett, Chairman (CH), Mark Honeywood (MLH), Barry Hume (BH)
Paul Phillips (PP), David Potter (DP).

In attendance: Tess Rogers, clerk

1 Apologies for absence

Simon Warburton, Bob Baker

2 Declaration of pecuniary interests

None

3 To confirm and approve the minutes of the meeting held on the 4th June 2014.

It was resolved to accept the minutes as a true record of the meeting.

4 To confirm that the parish council will undertake the management of the hall, once it is handed back from the contractors, until a management committee consisting of hall users and parishioners can be assembled.

This was confirmed, although it is hoped that a committee consisting of the hall users and other interested residents would be formed in the future.

5 To compare the quotes received for the stage curtaining and hall blinds and if possible to agree upon the supplier to be used.

Two quotes had been received. The costings and service received from both companies were very close therefore the committee resolved to accept that received from Cameo Curtains, the first company contacted.
The stage curtain would be gold in colour.

6 To confirm and approve the cost of ordering the tables, chairs and storage trolleys.

7 To confirm and approve the cost of ordering the crockery, cutlery, utensils etc.

The clerk tabled a list of items required sourced from two companies, one company coming highly recommended by a neighbouring village. It was resolved that the chairs and their storage trolleys would be purchased from Espo with whom the parish council has an account. Estimate before placing the order stands at £8720.00. The tables and their storage trolleys would be ordered from Go Pak at an estimated cost of £6135.31 before placing the order.

The crockery etc would be purchased from Global Food Service. Estimate before placing the order stands at £2,223.29. However there are additional items needed therefore the clerk will bring to the next meeting a list of other catering equipment required before placing the final order

8 To finally approve the hire charges for the hall, north hall and meeting room.

The following were agreed.

Weekdays (Sun 00.01 hrs – Friday 18.00 hrs

	Papworth Everard/ Residents Non Residents/Commercial (per hour)		
Main Hall	£15.00	£20.00	£30.00
Stage	£ 0.00	£0.00	£10.00
North Hall	£8.00	£10.00	£15.00
Committee Room	£5.00	£6.50	£10.00

Weekends (Friday 18.01 hrs - Saturday 24.00 hrs) & Bank Holidays
Papworth Everard/ Residents Non Residents/Commercial (per hour)

PAPWORTH EVERARD PARISH COUNCIL

Main Hall	£12000	£40.00	£80.00
Stage	£ 0.00	£0.00	£20.00
North Hall	£10.00	£20.00	£30.00
Committee Room	not available		

PP left the meeting at this point.

9 To consider the draft budget for the hall for 2015.

DP pointed out an error at the amount of income anticipated from conference bookings. CH and TR will rework the budget and bring it back to the next meeting.

CH reported that he had discussed the potential to secure the first floor when the office is unattended with Purcell and a lockable, moveable gate was suggested. A costing had not as yet been submitted for this although an estimate of £700.00 was thought to be around the correct cost. CH asked the committee if this could be purchased. A resolution was agreed that this should be so.

CH reported that following the last working party meeting attended by Emma and Joe Daintry who had advised on stage lighting, he had had further discussions with them and will put Joe in touch with Bob Senior, a member of the renovation professional team, following which Joe has offered to design a lighting system for the hall.

10 To decide if a New Year's Eve event will take place in the hall on the 31st December 2014.

It is hoped that this will still go ahead.

11 Matters for future consideration.

Opening events
Consideration of additional catering requirements
Reworked budget

Close of meeting

The meeting was closed at 20.40

Signed:
Chairman

Date: