

PAPWORTH EVERARD PARISH COUNCIL

**A meeting of the Village Hall Committee
will be held on Tuesday 19th January 2016
at 19.30
in the Village Hall seminar room
Ermine Street South**

All members of the Committee are hereby summoned to attend for the purpose of considering and resolving upon the business to be transacted at the meeting as set out hereunder

Members of the press and public are welcome to attend the meeting except for any specific item labelled as confidential. The press and public may not speak whilst the meeting is in session unless invited to participate considering the nature of the meeting.

Tess Rogers - Clerk
13.01.2016

AGENDA

- 1 Apologies for absence
- 2 Declaration of pecuniary interests.
- 3 To confirm and approve the minutes of the meeting held on the 19th May 2015.
- 4 To confirm and approve the minutes of the meeting held on the 17th November 2016.
- 5 Caretaker's report.
- 6 Matters arising or carried forward from the previous meeting.
 - i) Update on outstanding items still to be purchased
 - ii) Stage lighting –to decide upon the acceptance of one of the quotes received for the stage lighting (from the parish council meeting held 13.01.2016).
 - iii) Update on outstanding snagging issues.
T J Evers have returned and completed any defects that have occurred during the past 12 months therefore a decision will be required to make a recommendation to the next parish council meeting that the outstanding amount due upon final completion of the renovation contract be paid to the contractors upon receipt of their final certificate.
 - iv) To decide upon any amendments to the hall hire fees with any recommendations regarding these at the meeting of the parish council being held on the 26th January to consider this issue.
- 7 To consider the response received from Play Papworth to the village hall committee's chairman e mail sent following the last meeting.
- 8 Discussion to be held regarding any contracts to be arranged following the 12 month period during which the building contractors have been responsible for the building works and fixtures – all under guarantee. Now all the parish councils' responsibility.
- 9 To discuss the ongoing management of the village hall booking procedures and on site management.
- 10 To consider the management of hirers over running their hire time and any additional staff payment due because of such instances.

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- 11 Comparison of hall income over expenditure.
- 12 Matters for future consideration.
- 13 Date of next meeting.

Close of meeting