

**A meeting of the Village Hall Committee
will be held on Tuesday 10th February 2015
at 19.00
in the Parish Council meeting room
at Upper Pendrill court**

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
04.02.2015

AGENDA

- 1 Apologies for absence
- 2 Declaration of pecuniary interests
- 3 To confirm and approve the minutes of the meeting held on the 7th January 2015.
- 4 To consider the response from an independent consultant regarding issues connected with the 'Extension of Time' application by the construction contractors for the Village Hall.
- 5 Following the recent resignation of the Hall Caretaker decisions to re advertise the position and changes to the job description, if necessary, are required.
- 6 Following enquiries made, would the committee consider invoicing regular users of the hall in arrears, as previously before the renovations?
- 7 Further consideration to be given to the storage of regular users' equipment.
- 8 To consider an enquiry made regarding the hire of the hall and an unincorporated association.
An '**unincorporated association**' is an organisation set up through an agreement between a group of people who come together for a reason other than to make a profit, eg a voluntary group or a sports club.
- 9 To consider an enquiry made for a regular weekly hire of the hall from a previous hirer who defaulted on the invoice, however this has subsequently been paid.
- 10 To consider a proposal to set up a meeting group of committee members to determine the status of certain hirers and the appropriate hourly rate.
- 11 Clerk's report on budget position (revenue budget allocated to village hall from the 2014/15 parish council budget).
- 12 Report on budget position (monies spent from the additional £50,000 allocated to the village hall committee from the S106 reserves).

PAPWORTH EVERARD PARISH COUNCIL

- 13 Approval to be given, or recommendations to be made at the next parish council meeting for the purchase of:
 - Keysafe
 - Rubbish bins
 - Badminton posts/nets
 - Refrigerator – kitchen, milk fridges in North Hall and 1st Floor
 - Signs, proposal to be put to meeting.
 - Vacuum cleaner for top floor
 - Blinds – dressing rooms and fire escape in main hall.
 - Clocks in both halls and seminar room
 - Stage lighting
 - Clock (on fascia of hall).

There may be other necessary items required which will be revealed through the coming week during the settling in period.
 - 14 Further discussion and decisions to be made where necessary regarding the stage lighting system.
 - 15 Discussion regarding highlighted 'snagging' issues (if any identified and not yet addressed by the contractors).
 - 16 To consider having the bare oak above the hall main doors sign painted 'Papworth Village Hall'.
 - 17 To discuss the extra hours worked by the clerk during the takeover of the hall and office move (this might require a recommendation to be made to the parish council).
 - 18 Discussion required regarding the final arrangements for the Valentine's Disco, being run by the parish council, on the 14th February.
 - 19 Update on booking enquiries to date.
 - 20 Matters for future consideration.
- Close of meeting