

**A meeting of the Village Hall Committee  
will be held on Tuesday 28<sup>th</sup> April 2015  
at 19.00  
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  
14.04.2015

**AGENDA**

- 1 Apologies for absence
- 2 Declaration of pecuniary interests
- 3 To confirm and approve the minutes of the meeting held on the 9<sup>th</sup> March 2015.
- 4 Matters arising or carried forward from the previous meeting.
  - i) Caretaker Vacancy – following the failure of the successful candidate, selected from the previous round of intervals, to take up the position, a decision regarding the way forward with this issue is required.
  - ii) Update on the storage of regular users equipment – this will need to be moved to the storage areas within the main hall.
  - iii) Update on outstanding items still to be purchased
  - iv) Stage lighting – any further news regarding this.
  - v) Update on outstanding snagging issues
  - vi) Update on the sign writing above the main hall doors.
  - vii) To consider the marketing/publicity strategy for the hall.
  - viii) Any further details regarding Bidwells agent (Nick Jay) to be reported.
- 5 To clarify categorisations of all hall bookings
- 6 To consider the position regarding the hire fees being charged to a commercial entity.
- 7 A decision is required regarding entering into a contract to the book both halls to one group every Sunday of the year.
- 8 To consider arrangements for the caretaking of the hall whilst recruiting for a permanent caretaker.
- 9 To consider any quotes received for the signage required both internally and externally to the hall.
- 10 To discuss the storage of chairs and tables.
- 11 To consider a proposal for contracting 2 hours per week cleaning of the hall car park and other external areas until the caretaking position is filled.
- 12 To decide upon the individual to be named as the person responsible for fire safety.

## PAPWORTH EVERARD PARISH COUNCIL

- 13 To discuss CCTV being required to cover the external areas of the hall
- 14 Update on bookings to date
- 15 Matters for future consideration.

Close of meeting