

**Minutes of the meeting of the  
Papworth Everard Parish Council Village Hall Committee  
held on Wednesday 21<sup>st</sup> August at 14.30  
in the Parish Council meeting room, Upper Pendrill Court**

**Present:** Chris Meakin, Chairman (CM), Chris Howlett (CH), Barry Hume (BH)

**In Attendance:** Tess Rogers

**1 Apologies for absence**

Bob Baker, Paul Phillips

**2 Declaration of pecuniary interests**

None declared

**3 To confirm and approve the minutes of the meeting held on the 10<sup>th</sup> June 2013**

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

**4 To discuss and agree upon the layout and specification of the kitchen as part of the refurbishment project.**

A discussion took place and it was agreed that the current specification should be altered as follows:

i) The washing up sink needs to be a double bowl with double drainer. It is possible that the existing hall sink could be used, if it would fit.

ii) The peninsula worktops between the washing up area and cooking area should be deleted, to enable the sink to run further along. The hob would also have to be moved.

iii) Worktop with cupboards under should be added from the external door down to the sink. Wall cupboards should be added over this worktop, finishing at a sensible point before the sink. The requirement is to maximise the amount of storage, especially in the vicinity of the washing up area, where large amounts of crockery will be stored.

iv) To add an island unit (square or round were suggested) in the centre of the kitchen, with open space underneath rather than cupboards. This would provide temporary storage for supplies connected with events.

v) The assumption is that two shutters are proposed for the bar/servery and that there will be shelved storage under the worktop at this point.

vi) A dishwasher is not required therefore the allocated space could be used for storage.

**5 To discuss and agree upon the provision and position of electrical sockets to serve the hall.**

It was agreed that:

i) The electrical socket layout for the kitchen will need to be revised in the light 4 above.

ii) Some of the sockets allocated in the parish council office may need to be positioned differently to those in the current specification as it is likely the clerk's desk will be positioned in front of the window.

iii) The amount of sockets in the main hall and extension room are sufficient.

iv) The stage lighting requires further investigation. CM will contact suppliers of such equipment to get advice on a possible specification that will meet the hall's requirements.

**6 To consider the access control system for both:-**

- a) Village hall users
- b) Parish council offices

A discussion was held and it was decided that a card system which required the first person into the hall to also enter a code number into a keypad to disarm the alarm would suit purpose. This will be discussed with the professional team.

**7 To consider the purchase of an access tower for the purpose of maintaining equipment at height.**

This will be discussed at a later date.

**8 Date of next meeting.**

To be advised.

**Close of meeting**

The meeting was closed at 16.25

Signed:  
Chairman

Date: