

I hereby give notice that,
**A meeting of the Papworth Everard Parish Council Village Hall
Committee will be held on
Wednesday 4th June 2014 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
29.05.2014

AGENDA

- 1 Apologies for absence
 - 2 Declaration of pecuniary interests
 - 3 To confirm and approve the minutes of the meeting held on the 7th May 2014.
 - 4 Further discussions required regarding the setting up of a committee to run the hall
Following a meeting held with Ian Dewar on the 22nd May further discussion is required surrounding this point.
 - 5 To consider the latest position regarding the supply of a stage lighting/curtaining system.
This item will also include the provision of window curtaining/blinds
 - 6 Consideration to be given regarding marketing material and a presence on website and social media.
 - 7 To consider business planning, hire fees, forms etc.
 - 8 To consider furniture requirements – therefore councillors availability to visit similar venues for ideas.
 - 9 To consider if the committee wish to further investigate the installation of votaic panels on the hall roof.
 - 10 To consider matters carried forward from the previous meeting.
 - i) Have hand dryers been included in the tender?
 - ii) List of required items – to be added to where necessary
 - 11 Matters for future consideration.
- Close of meeting

