

PAPWORTH EVERARD PARISH COUNCIL

Papworth Village Hall, Ermine Street South, Papworth Everard CB23 3RD

VILLAGE HALL COMMITTEE

Minutes of the Village Hall Committee Meeting held on Tuesday 21st February at 7.30pm in the Seminar Room at Papworth Village Hall

Present: Chris Howlett (CH), Chairman, Pete Cruse (PC), Mark Honeywood (MH),
Bob Baker (BB), Paul Phillips (PP), Barry Hume (BH)

In attendance: Sarah Cruse (SLC), Clerk, Clare Taylor, Hall Bookings Clerk (CT)

VH 10/02-17 Apologies for absence
None

VH 11/02-17 Declaration of pecuniary interests
None

VH 12/02-17 To confirm and approve the minutes of the meeting held 17 January 2017
It was resolved to approve the minutes of the meeting on 17 January 2017 as a true record of the meeting (Proposed PC, Seconded BB, Agreed All)

VH 13/02-17 Actions List

To review outstanding actions

(05/10-16.4) The issue with the clock has been identified and is down to incorrect installation – some electrical work is required to rectify this.

It was resolved to allow a budget of up to £500 to be spent on the necessary electrical work (Proposed CH, Seconded BH, Agreed All)

(08/10-16) An estimate of costs for wiring in the Access Controls systems had been received (full quote awaited). It was confirmed that a budget of £400 is available to have the access control fixed (minute: VH 08/10-2016) The disabled access buttons and door closure unit on the main door also require fixing – SLC will arrange for this work to be completed

It was also noted that the Magnetic lock should only be used during the day and not be engaged overnight when the alarm is on and main doors locked.
SLC to speak with caretaker.

(02/11-16) A DECT repeater is required to extend the telephone coverage for the Ground Floor of the Hall – budget has been approved (minute: VH 12/11-2016).
SLC to purchase the necessary equipment

(5/12-16.1) It was agreed to engage with a heating engineer to get repairs done and obtain a gas safety certificate for the boilers.
The issue with missing components of the Building Management System be taken up separately with the Hall Contractors with legal action being taken if necessary.

(5/12-16.3) The inspection of the lifts has taken place. Remedial action is required for the platform lift. SLC will contact Jackson Lifts for a quote.

(6/12-16) Lisa Logan has confirmed that her bookings will end on 20 March. CT will remove all bookings after this date from the diary and request return of the access fob.

(10/12-16) Contact has been made with AFVS (Advice for the Voluntary Sector) and documents regarding setting up a charitable organisation has been received. A separate working group will be convened to look through the information and

PAPWORTH EVERARD PARISH COUNCIL

recommend the way forward to the Parish Council. The meeting will be held on 15 March at 7.30pm. The clerk will circulate the documentation and meeting invitation.

VH 14/02-17 Matters arising or carried forward from previous meetings.

VH 14/02-17.1 To review and agree the spec for landscaping for the carpark area
CH circulated a specification for the landscaping and maintenance of the car park area which was agreed. The Clerk will make contact the Contractors who have recently been awarded the Parish Council grass cutting contract to provide a quote for the necessary work.

VH 14/02-17.2 To review options for lighting bollards and protective hooped bollards
A quote of £695.00 had been received for the purchase and installation for replacement lighting bollards for the car park. It was resolved to accept this quote.
(Proposed PC, Seconded MH, Agreed All)

It was also resolved to allow the sum of £1000 to purchase and install 6 hooped bollards to protect the lights (Proposed PC Seconded PP Agreed All)

VH 14/02-17.3 To authorise spend for replacing the RCD (residual current device) with a MCB (miniature circuit breaker) for the Audio Visual equipment
A quote was received and accepted for £70 to complete the required work.
(Proposed PC, Seconded MH, Agreed All)

VH 15/02-17 Report by the Village Hall Bookings clerk on recent and future bookings

Net income for January £1641.36

Year To Date (Net) £23780.90

A new fitness class will be starting in the North Hall on a Monday
Charity Dinner Dance being held on 1 April has requested a late finish (2am) to allow clearing up following the event. It was discussed and agreed that as a one-off this would be acceptable and can be used as a test-case (PP volunteered to assist with late lock up)

A regular booker had been inconvenienced by the late arrival of the caretaker to unlock for their event. SLC will speak with the Caretaker to ensure this is not repeated.

The Caretaker will be absent from work in April for a period of approximately 6 weeks – this is to be raised at the Parish Council Meeting. Volunteers will be required for the rota to provide necessary cover. The Clerk will approach Dream Clean to cover cleaning service during the time the caretaker is absent.

VH 16/02-17 To agree the updated Terms & Conditions for bookings and revised charging schedule for the Village Hall rates

CH circulated a document for review prior to the meeting. Comments to be returned to CH by 7 March. A system needs to be put in place for dealing with deposits for regular bookers.

VH 17/02-17 To consider a proposal to put to the Parish Council regarding the limits on the action of the Clerk when ordering and approving work to be carried out and items purchased in her role as manager of the building and of facilities provided in connection with the building.

Although the Clerk has authority to spend up to £500.00 per month to maintain the smooth running of the Parish Council, this does not include the general maintenance of the Village Hall.

It was proposed and resolved that a sum of £1000.00 per month should be approved to allow the Clerk to maintain the security and safety and general maintenance of the Village Hall. This amount is purely for emergency maintenance, repair and servicing of existing systems and fixtures within the Hall and does not cover the purchase of new items or equipment or the ability to sign up to new maintenance agreements and contracts without specific prior approval from the relevant committees.

(Proposed PP Seconded MH Agreed All)

PAPWORTH EVERARD PARISH COUNCIL

VH18/02-17 To approve the spend of £198+VAT for replacement of 4 batteries in the emergency lighting system
It was resolved to accept the quotation for replacement of the batteries in 4 of the emergency lights in the main Hall (Proposed PC, Seconded CH, Agreed All)

VH 19/02-17 Suggestions for matters for future consideration.
None

VH 20/02-17 Date of next meeting: Tuesday 21 March 2017 at 7.30pm

The meeting closed at: 9.10pm

Signed:.....
Dr C Howlett, Chairman

Date:.....