

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 March at 7.30pm in the Seminar Room at Papworth Village Hall

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

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

VH 21/03-17 Apologies for absence

Apologies received from Pete Cruse (PC)

VH 22/03-17 Declaration of pecuniary interests. None

VH 23/03-17 To confirm and approve the minutes of the meeting held 21 February 2017

It was resolved to approve the minutes of the meeting on 21 February 2017 as a true record of the meeting (Proposed MH, Seconded BH, Agreed All)

VH 24/03-17 Actions List

To review outstanding actions

(15/10-16.1 & 11/11-16) CH and PC to draw up a plan and details for issuing a tender for paving around the SE corner of the Hall.

Awaiting quotes for landscaping and planting of the carpark area

(05/10-16.4) The necessary work to the electrical supply for the clock has been undertaken. One face is working correctly but there appears to be an issue with time-keeping of the north facing clock. The clerk will monitor the clock and contact Mervyn Passmore for advice.

(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) Awaiting a date from the heating engineers for repairs to be made to both boilers and a copy of the service report and certificate.

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) Awaiting a date for remedial works on the platform lift from Jackson Lifts

(03/11-16) Protective barriers for the new lighting bollards have been ordered – quote received for installation – (budget approved)

VH 25/03-17 Matters arising or carried forward from previous meetings.

None

VH 26/03-17 Report by the Village Hall Bookings clerk on recent and future bookings

Net Income for March £3208.54. Income to year end predicted at £28,000

Burlesque classes finish at the end of March as the instructor takes maternity leave.

Zumba classes may take an additional session on a Friday evening – to be confirmed.

The Caretaker has reported that several bookers are leaving tables and chairs out following their bookings - CT to issue reminders to all bookers that tables and chairs should be cleared away after a booking and the Hall left clean and tidy.

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There is a large Dinner Dance event on 1 April requiring access for an early set up and late lock. MH volunteered to assist the caretaker with both.

- VH 27/03-17 To agree the updated Terms & Conditions for bookings and decide upon a method of charging a rolling deposit for regular bookings.**
CH will circulate the final copy of the Terms and Conditions in advance of the next Village Hall Committee meeting for approval at that meeting.
It was discussed that bookings should be secured with a 20% deposit - bookings with a total value of £50 or less should be paid in full to confirm the booking.
Signs are to be put up in the basement and store cupboards to remind users that storage is not secure and items are left at the user's own risk.
The Parish Council cannot take responsibility for any losses or damage that may occur.
CT will circulate a copy of the notice to all users of the Hall's storage areas.
- VH 28/03-17 To review the 2017-18 Village Hall Budget and to consider items and allocate funds for future requirements**
- VH 28/03-17.1 Items already agreed by the Parish Council to be funded from Section 106
The list of items originally included in the set-up of the Hall and agreed to be funded from the S106 money was reviewed.
- VH 28/03-17.2 Items required for consideration in the near future including:
i. Redecoration of the Hall, North Hall, Kitchen and Foyer
ii. Provision of disabled access system to one set of internal hall doors
iii. Addition of a bank of light switches adjacent to the north side internal doors
A list of items for consideration in the coming financial year was discussed and noted.
- VH 28/03-17.3 Maintenance contracts
Quotes have been received for maintenance contracts for the access control and emergency call point. To be raised at a future Village Hall Committee meeting for discussion and approval.
- VH 29/03-17 To review options for replacing the emergency lighting system and agree a way forward.**
The batteries in the security lighting in the Hall are soon to become obsolete with no direct replacement available. Options for replacement have been provided by Newflame. SLC to contact the original electrical contractors for replacement costs and guidance.
- VH 30/03-17 Suggestions for matters for future consideration.**
Storage options for the North Hall
Cover for the absence of the Caretaker
- VH 31/03-17 Date of next meeting:** Tuesday 18th April 2017

The meeting closed at 8.30pm

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

Date:.....