

# 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 18 April 2017 at 7.30pm in the Seminar Room at Papworth Village Hall

**Present:** Chris Howlett (CH), Chairman, Pete Cruse (PC), Paul Phillips (PP), Barry Hume (BH)

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

**VH 32/04-17 Apologies for absence**

Apologies received from David Potter (DP), Bob Baker (BB)

**VH 33/04-17 Declaration of pecuniary interests – None declared**

**VH 35/04-17 To confirm and approve the minutes of the meeting held 21 March 2017**

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

**VH 36/04-17 Actions List - To review outstanding actions**

(15/10-16.1) CH and PC have drawn up a plan and details for issuing a tender for paving around the SE corner of the Hall. Awaiting a list of recommended contractors from Cllr Mandy Smith before issuing tender.

(05/10-16.4) Clock repairs – the north facing clock is not keeping time correctly. SLC is monitoring and will 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.

**VH 37/04-17 Matters arising or carried forward from previous meetings – no matters arising**

**VH 38/04-17 Report by the Village Hall Bookings clerk on recent and future bookings**

April invoices raised to date: £1972.09 net

The Forever Active yoga class on a Monday has cancelled due to poor attendance.

An enquiry has been received for a Beer Festival requiring exclusive use of the kitchen for a week and the main Hall from Friday to Sunday. The impact of having the main kitchen unavailable was discussed. It was agreed to approach regular users to offer the use of the North Hall Kitchenette when available as an alternative before confirming availability to the Beer Festival. The main kitchen doors could be secured from the inside to prevent access. The Parish Council would not accept responsibility for anything stored in the kitchen for the duration of the booking.

Minor amendments have been made to the wording on the price list to make categories clearer. Prices have not been amended. CT to circulate the updated document.

Zumba have added an additional class on a Friday evening in the North Hall.

PC requested that going forward income figures are reported against those of the previous year to gauge peaks and troughs in bookings and to allow a strategy to be put in place to increase usage of the Hall

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- VH 39/04-17 To agree the updated Terms & Conditions for bookings and decide upon a method of charging a rolling deposit for regular bookings.**  
Work to update the Terms and Conditions is ongoing. The entire document will be reviewed at the next meeting. CH to circulate the document for review prior to the meeting.
- VH 40/04-17 To review quotations and agree upon contractors for landscaping the Village Hall Car Park and an ongoing maintenance contract**  
Quotes have been obtained for the planting and landscaping of the Village Hall Car Park. It was resolved to accept the quotation received from Herts and Cambs Ground Maintenance for landscaping and planting of £1880.00 + VAT and regular maintenance £1670.00 + VAT. (Proposed PP, Seconded BH, Agreed All)  
  
CH talked through the plan for hard landscaping around the South East, North East and South sides of the Hall, allowing safer exit from the emergency fire doors, improved disabled access and an additional parking space. The plans and specification were agreed and it was resolved to go out to tender to get the work completed.  
(Proposed PP, Seconded CH, Agreed All) CH has requested a list of recommended contractors from Cllr Mandy Smith.
- VH 41/04-17 To review the action taken to repair and make safe 2x manhole covers**  
Work has been carried out to repair and reseal 2 manhole covers which had become loose and unsafe. All manhole covers around the Village Hall were checked to ensure they were safe.
- VH 42/04-17 To review options for replacing the battery supply for the emergency lighting system and agree a way forward.**  
The original electrical contractors have been approached to find a solution to replace the emergency lights but advice had not been forthcoming. It was agreed that the Clerk should contact alternative suppliers for a quote.  
It was resolved to allow a budget of £1500.00 to replace the emergency lighting as necessary. (Proposed PP, Seconded CH, Agreed All)
- VH 43/04-17 To acknowledge the funds earmarked by the Finance Committee for improvements at the village hall and discuss plans for future development.**  
It was agreed by the Finance Committee to ring fence funds for future projects. These include a proposed extension to the North Hall to increase capacity and storage and to provide additional toilet facilities. It was estimated that an additional 3 x 12 metre extension could be constructed increasing the existing space by approximately 1/3<sup>rd</sup>.  
To be discussed in more detail at the next Village Hall Committee Meeting.  
Funds have also been put aside for redecoration of the Hall, North Hall, Kitchen, Toilets and other public areas. The Clerk will request quotes.
- VH 44/04-17 To review and agree a quote to install additional light switches in the Hall.**  
It was resolved to agree a quote of £230.00 received from Robert Bailey to add an additional bank of light switches in the Hall. (Proposed PC, Seconded CH, Agreed All)
- VH 45/04-17 To review and agree on a quote to provide disabled access controls to one set of internal Hall doors**  
It was resolved to accept quotes received from Advance Security of £2800.00 + VAT for installation of automatic door openers to one set of internal double doors and an annual maintenance contract of £80.00 + VAT for the first year and £120.00 + VAT thereafter.  
It was further resolved to accept a quote of £120.00 to install a key switch to allow better control of the disabled push pads. (Propose PC, Seconded PP, Agreed All)
- VH 46/04-17 Suggestions for matters for future consideration – None**
- VH 47/04-17 Date of next meeting: Tuesday 16<sup>th</sup> May 2017 7.30pm**

**The meeting closed at 8.55pm**

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

Date:.....