

# 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 16 May 2017 at 7.30pm in the Seminar Room at Papworth Village Hall

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

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

**VH 48/05-17 Apologies for absence – None**

**VH 49/05-17 Declaration of pecuniary interests - None declared**

**VH 50/05-17 To confirm and approve the minutes of the meeting held 18 April 2017**  
It was resolved to approve the minutes of the meeting held on 18 April 2017 as a true record of the meeting (Proposed PC, Seconded BH, Agreed All)

**VH 51/05-17 Actions List**  
(15/10-16.1) PC to draw up a final plan and provide colour copies ready for issuing a tender for work.

(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 – ONGOING

(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. ONGOING

(29/03-17) Emergency Lighting – quotes awaited for replacement of emergency lights. Advance Security – awaiting date for visit – ONGOING

(43/04-17) Quotes for Hall redecoration. Jason Kirby booked for quote 17/6. Andrew Townsend – date TBC. ONGOING

**VH 52/05-17 Matters arising or carried forward from previous meetings.**  
Automatic openers to allow disabled access have now been installed on the internal Hall Doors on the left

**VH 53/05-17 Report by the Village Hall Bookings clerk on recent and future bookings**  
Income April £2003.76 net. Income May £1824.53 net. Income YTD £3828.34 net.  
The Bisong Foundation have provisionally booked for May 2018.  
The Beer Festival are still interested in hiring the Hall – so far there have been no objections from regular bookers to the man kitchen being unavailable that week.  
The Brownies have requested storage space for tents in the basement. This was discussed and it was agreed that storage cannot be offered for items which are not for use on the premises.  
CT will arrange to meet with Liz Lightfoot (Papworth Players) to go through the items left in the basement and offer to dispose of them if required.

**VH 54/05-17 To agree the updated Terms & Conditions for bookings and decide upon a method of charging a rolling deposit for regular bookings.**  
CH apologised that he had been unable to complete the T&C's document due to IT issues. Item to be added to next Village Hall Committee agenda.

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**VH 55/05-17 To discuss a proposal to extend the North Hall with a 3x12 metre (approx.) extension**

Discussions were had to ascertain what would be required:

- Approximate 36sq metre extension
- Increase Hall Space
- Additional Storage Area
- Additional Disabled access Toilet Facilities
- Increased worktop space in the tea point
- Stair access to the storage area in the North Hall Loft (check weight loading)
- Door to separate the access to the basement from the Main Hall
- Possible extension to the dressing room area to give additional storage

It was resolved to approach an architectural technician to obtain a cost for drawing up plans suitable for submitting for planning permission, and build costs.  
(Proposed CH, Seconded PC, Agreed All)

**VH 56/05-17 Suggestions for matters for future consideration**

PC advised that he would like to re-visit the Hallmaster booking system and would bring a proposal to the next meeting.

Basement Storage: it was agreed to go the basement following the meeting to look at items stored to work out what was no longer required.

**VH 57/05-17 Date of next meeting:** Tuesday 20 June 2017

**The meeting closed at 8.05pm**

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

Date:.....