

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 20 June 2017 at 7.30pm in the Seminar Room at Papworth Village Hall

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

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

VH 58/06-17 Apologies for absence – none received
Absences: Paul Phillips (PP)

VH 59/06-17 Declaration of pecuniary interests – None

VH 60/06-17 To confirm and approve the minutes of the meeting held 16 May 2017
It was resolved to approve the minutes of the meeting held on 16 May 2017 as a true record of the meeting (Proposed PC, Seconded BH, Agreed All)

VH 61/06-17 Actions List
(15/10-16.1) PC has drawn up a final plan of the car parking scheme. Minor amendments to be made prior to a tender for the work being issued.

(05/10-16.4) Clock repairs – the north facing clock was working correctly for a few weeks but now has stopped. SLC to contact Mervyn Passmore for advice – ONGOING

(29/03-17) Emergency Lighting – awaiting installation date from Advance Security – ONGOING

(43/04-17) Quotes for Hall redecoration – Agenda Item

(55/05-17) SLC to approach an Architectural Technician to obtain cost for drawing up plans for a proposed extension to the North Hall – ONGOING

VH 62/06-17 Matters arising or carried forward from previous meetings – None

VH 63/06-17 Report by the Village Hall Bookings clerk on recent and future bookings

Total invoiced income for June 2017 = £1464.69
Income for financial YTD = £5293.02
Income 2017/18 vs 2016/17 YTD is down by £1203.33

Indian Dance class is postponed until September.
Guides will move to the Main Hall on a Thursday night from September. Senior Guides will move to the North Hall.
Beer Festival in October looks to be going ahead – although booking forms are yet to be completed.
Regular Wednesday term time booking for a toddler group looks to be going ahead - awaiting confirmation.

CT requested a mobile phone be provided for taking bookings and dealing with queries. CH advised it had always been the intention to provide a phone. CT to investigate contract tariffs and pay as you go cost for the next meeting.

PAPWORTH EVERARD PARISH COUNCIL

- VH 64/06-17 To agree the updated Terms & Conditions for bookings and decide upon a method of charging a rolling deposit for regular bookings.**
CH provided the updated terms and conditions document for review. After lengthy discussions on the first few sections of the T&Cs, and in consideration of the need to make best use of committee time, it was agreed to convene a working group to propose revisions that may be needed in the remainder of the document, for presentation and approval at the next Village Hall Committee meeting.
Working Group: CH, PC, SLC and CT.
- VH 65/06-17 To consider a proposal the use Hall Master system to manage the Village Hall bookings & invoicing and agree to pay associated costs**
PC presented details of the Hallmaster system. This dedicated booking system had been written for use by Village Halls and Parish Councils specifically and would cut down on manual work and time. The system could handle booking schedules, caretaker's reports, invoicing, reporting, payment tracking and reconciliation. The cost for the system would be £180.00 per year (£15.00 pcm).
PC to ensure that the system can accommodate our deposit process.
To be included in the working group remit.
- VH 66/06/17 To review quotes received and agree a contractor to undertake redecoration of the Hall and public areas**
Quotes received were reviewed and discussed.
It was resolved to accept the quotation from Jason Kirby, including proposals for treatment to the front doors of the building.
(Proposed CH, Seconded BB, Agreed All)

It was agreed that the most suitable dates, to cause the least disruption to existing bookings would be w/c 21 August. SLC to enquire whether that date would be suitable for Jason Kirby.
A request for funds from earmarked General Reserves to be made at the July Parish Council Meeting.
- VH 67/06-17 To agree a sum for purchase of bedding plants for the front planters**
It was resolved to spend a sum of £30.00 to purchase bedding plants and compost.
(Proposed CH, Seconded BB, Agreed All)
- VH 68/06-17 Suggestions for matters for future consideration – None**
- VH 69/06-17 Next Meetings**
VH 69/06-17.1 Date of next meeting: Tuesday 18 July 2017
VH 69/06-17.2 To agree a proposal to reschedule the meeting on 17 October to 24 October 2017
It was agreed not to move the October meeting date, but CH gave his apologies due to holiday commitments.

Close of meeting

The Meeting closed at 9.10pm

Signed: Date: