

# 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 19 September 2017 at 7.30pm in the Seminar Room at Papworth Village Hall

**Present:** Chris Howlett (CH), Chairman, Pete Cruse (PC), Paul Phillips (PP) Victoria Carter (VC)

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

**VH 81/09-17 Apologies for absence**  
Bob Baker (BB), Barry Hume (BH)

**VH 82/09-17 Declaration of pecuniary interests – None**

**VH 83/09-17 To confirm and approve the minutes of the meeting held 18 July 2017**  
It was resolved to approve the minutes of the meeting held on 18 July 2017 as a true record of the meeting (Proposed PC, Seconded CH, Agreed All)

**VH 84/09-17 Actions List**  
All action points had received attention and are ongoing or appear further in the agenda for discussion (see Action List for updates)

**VH 85/09-17 Matters arising or carried forward from previous meetings.**  
An agenda item for Village Hall Maintenance is to be added for all future meetings. Replacement hand dryer is required in one of the dressing rooms. A quote £190.00 for replacement and installation was accepted. A has also been replaced in the Platform Lift.

**VH 86/09-17 Village Hall Bookings**  
VH 86/09-17.1 Report by the Village Hall Bookings clerk on recent and future bookings.

Invoiced income August 2017	£1657.08 net
Invoiced income September 2017	£3663.78 net
2016 Income April – Sept	£12312.00 net
2017 income April – Sept	£12629.00 net

The Rendezvous event held in August was a great success – booking made for 2018.

A request for access to the hall at 7.00am had been requested. The standard opening times are 8.00am – 11.00pm but CH advised he would be happy to open up for this event on this occasion.

There had been an issue with the mag lock being left unlocked following the Market in September. The Hall is to be left secure by hirer. SLC to speak with the Caretaker regarding timely attendance at the end of events.

A request to allow 'Safari Stu' to bring small animals on to the premises was discussed. It was agreed that this would be permissible. It was resolved to update the Terms and Conditions document to permit this type of event. (Proposed CH, 2<sup>nd</sup> VC, Agreed All)

All the arrangements for the Beer Festival (6-7 October) are in place.

It was agreed to accept a booking request until 1.00am for a wedding in 2018.

Toddler Sense have a regular weekly booking during term time. CT to advise the organiser that the standard 10% discount for a long term booking can be applied and advise of the Parish Council's Grants and Donations Policy for information.

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CT will contact Slimming World to arrange a meeting to discuss bringing their hire rate in line with the current Category B charging structure from 1 January.

**VH 86/09-17.2 To consider a request from TGCM to install a storage shed in the basement**

CT circulated details of the proposed wooden shed. It was agreed that this would be a fire risk and therefore not permitted. CT to suggest TGCM provide details for a fireproof metal or plastic shed for consideration.

**VH 87/09-17 To agree the updated Terms & Conditions for bookings.**

It was agreed that the final terms and conditions document would be updated with the comments of the Working Group and circulated for review by CH no later than 30 October 2017 for approval at the November meeting.

**VH 88/09-17 To agree upon cover for the Caretaker's weekends off and late lock-up requirements**

There is a need for an additional person to sit on the rota for late lock ups and to cover the Caretaker's weekend off. SLC will approach Paul Kidson (PK) to see whether he would be interested.

It was confirmed that the caretaker will lock up alone until 11.00pm. Any bookings closing after 11.00 is classed as a 'late-lock' and requires her to be accompanied.

Bookings requiring lock up after midnight must come to the Village Hall Committee for approval prior to being confirmed.

**VH 89/09-17 To consider a request to display a banner on the car park front bank to advertise the Music Hall event in October**

Following confirmation for the Landlord, the request was granted – subject to the sign being no larger than 0.6m in length.

**VH 90/09-17 To review the quotes provided for Architectural Technician services to look at a possible North Hall extension costs and agree next steps.**

Quotes were reviewed and a preferred option chosen. It is not possible to move forward with this until decisions have been made by the Parish Council about future property projects.

**VH 91/09-17 To consider the purchase of replacement door handles for the main hall doors**

It was agreed to replace the handles on both sets of door into the main hall with a push plate on one side and a plate and handle on the other.

It was resolved to allow a budget of £500 for purchase and installation of the handles. (Proposed CH, 2nd PP, Agreed All)

**VH 92/09-17 To consider and agree to recommended work to the passenger lift and motor room as highlighted by the Insurance Inspector.**

It was queried whether the recommended work for emergency lighting and motor room lighting should have been carried out as part of the initial install and whether it should have been flagged on previous inspections. SLC to contact the lift installers to query.

**VH 93/09-17 Date of next meeting:** CH is unavailable for the next meeting scheduled for Tuesday 17 October 2017. It was agreed to move the meeting to Tuesday 24 October at 7.30pm. CT offered her apologies for that meeting but will provide a written report.

**Suggestions for matters for future consideration:**

Heating Controls

Christmas Lights

Partition to divide the AV Cupboard

**Close of meeting**

The meeting closed at 9.30pm

**Signed:** ..... **Date:** .....

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