

# PAPWORTH EVERARD PARISH COUNCIL

Papworth Village Hall, Ermine Street South, Papworth Everard CB23 3RD

## VILLAGE HALL COMMITTEE

A meeting of the Village Hall Committee will be held on  
**Tuesday 19 December 2017 at 7.30pm**  
in the **Seminar Room, Papworth Village Hall, Papworth Everard, CB23 3RD**

Members of the Committee are hereby summoned to attend for the purpose of considering and resolving upon the business to be transacted at the meeting as set out hereunder.

Members of the press and public are welcome to attend the meeting except for any specific item labelled as confidential. The press and public may not speak whilst the meeting is in session unless invited to participate considering the nature of the meeting.

**Sarah Cruse - Clerk**  
**14/12/17**

### AGENDA

- VH 116/12-17**      **Apologies for absence**
- VH 117/12-17**      **Declaration of pecuniary interests.**
- VH 118/12-17**      **To confirm and approve the minutes of the meeting held 21 November 2017.**
- VH 119/12-17**      **Actions List**  
To review and agree actions for outstanding items
- VH 120/12-17**      **Matters arising or carried forward from previous meetings.**
- VH 121/12-17**      **Village Hall Bookings**  
VH 121/12-17.1      To receive a report by the Village Hall Bookings Clerk on recent and future bookings.  
VH 122/12-17.2      To agree a format for future Village Hall bookings reports for circulation to the Parish Council
- VH 123/12-17**      **To consider obtaining additional quotes and appointing an alternative contractor to undertake the cleaning of the gutters and partitioning the AV cupboard.**
- VH 124/12-17**      **To consider additional external signage for the Village Hall Front Doors and Car Park.**
- VH 125/12-17**      **To review and agree updates to the Terms and Conditions for Village Hall Hire.**
- VH 126/12-17**      **Matters for future consideration.**
- VH 127/12-17**      **Date of next meeting: Tuesday 16 January 2018**

**Close of meeting**

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