

# 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 16 January 2018 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**  
**10/01/2018 Updated 12/1/18**

### AGENDA

- VH 01/01-18**      **Apologies for absence**
- VH 02/01-18**      **Declaration of pecuniary interests.**
- VH 03/01-18**      **To confirm and approve the minutes of the meeting held 19 December 2017**
- VH 04/01-18**      **Actions List**  
To review and agree actions for outstanding items
- VH 05/01-18**      **Matters arising or carried forward from previous meetings.**
- VH 06/01-18**      **Village Hall Bookings**  
VH 06/01-18      To receive a report by the Village Hall Bookings Clerk on recent and future bookings
- VH 07/08-18**      **Village Hall Maintenance**  
To receive an update on any maintenance issues and to consider and authorise repairs as necessary
- VH 08/01-18**      **To review and agree updates to the Terms and Conditions for Village Hall Hire**  
VH 08/01-18.1      To review the terms of the existing Premises licence and agree a strategy for dealing with requests for bookings closing after midnight  
VH 08/01-18.2      To review the model Bookings Contract and consider using this to contract future bookings
- VH 09/01-18**      **Caretaker Holiday and Cover**  
To agree the Caretaker's holiday request and decide upon a course of action to cover the period of absence
- VH 10/01-18**      **Matters for future consideration.**
- VH 11/01-18**      **Date of next meeting:** Tuesday 20 February 2018
- Close of meeting**

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