

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 20 February 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
14/02/2018

AGENDA

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| VH 12/02-18 | Apologies for absence |
| VH 13/02-18 | Declaration of pecuniary interests. |
| VH 14/02-18 | To confirm and approve the minutes of the meeting held 16 January 2018 |
| VH 15/02-18 | Actions List To review and agree actions for outstanding items |
| VH 16/02-18 | Matters arising or carried forward from previous meetings |
| VH 17/02-18 | Village Hall Bookings |
| VH 17/02-18 | To receive a report by the Village Hall Bookings Clerk on recent and future bookings |
| VH 18/02-18 | Village Hall Maintenance To receive an update on any maintenance issues and to consider and authorise repairs as necessary |
| VH 19/02-18 | To review and agree updates to the Terms and Conditions for Village Hall Hire |
| VH 19/02-18 | To receive an update regarding the Premises licence |
| VH 19/02-18.2 | To review the amendments made to the Terms and Conditions documents following agreement to use the model Bookings Contract |
| VH 20/02-18 | To consider a requirement for purchasing additional AV and Caretakers equipment To agree a list of AV and general maintenance items to be purchased and agree to make a request to the Parish Council for funds |
| VH 21/02-18 | To consider and authorise a quote received for dividing the AV cupboard |
| VH 22/02-18 | To review the amended draft car park tender documents to focus on the disabled parking and access issues |
| VH 23/02-18 | Matters for future consideration |
| VH 24/02-18 | Date of next meeting: Tuesday 20 March 2018 |
| Close of meeting | |

Signed: Date: