

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 March 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
14/03/2018

AGENDA

- VH 25/03-18** **Apologies for absence**
- VH 26/03-18** **Declaration of pecuniary interests.**
- VH 27/03-18** **To confirm and approve the minutes of the meeting held 20 February 2018**
- VH 28/03-18** **Actions List**
To review and agree actions for outstanding items
- VH 29/03-18** **Matters arising or carried forward from previous meetings**
- VH 30/03-18** **Village Hall Bookings**
VH 30/03-18 To receive a report by the Village Hall Bookings Clerk on recent and future bookings
- VH 31/03-18** **Village Hall Maintenance**
To receive an update on any maintenance issues and to consider and authorise repairs as necessary
- VH 32/03-18** **To review and agree updates to the Terms and Conditions for Village Hall Hire**
VH 32/03-18.1 To approve the purchase of a joint PRS/PPL
VH 32/03-18.2 To review the amendments made to the Terms and Conditions documents following agreement to use the model Bookings Contract
- VH 33/03-18** **To approve the purchase of a basic toolkit for the Caretaker.**
To agree a list of items to be purchased and authorise funds
- VH 34/03-18** **To open the sealed bids for the Car Park Tender to request funds to be submitted to the Parish Council**
- VH 35/03-18** **To consider a quote obtained to survey the Building Management System, and provide clarity on operation, adjustments and schedules**
- VH 36/03-18** **Matters for future consideration**
- VH 37/03-18** **Date of next meeting: Tuesday 17 April 2018**
- Close of meeting**

Signed: **Date:**