

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 16 January 2018 at 7.30pm in the Seminar Room at Papworth Village Hall

Present: Chris Howlett (CH), Chairman, Pete Cruse (PC), Victoria Carter (VC)

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

VH 01/01-18 Apologies for absence

Apologies were received from Paul Phillips (PP),

VH 02/01-18 Declaration of pecuniary interests – none declared.

VH 03/01-18 To confirm and approve the minutes of the meeting held 19 December 2017

It was resolved to accept the minutes as a true record of the meeting
(Proposed PC, Seconded VC)

VH 04/01-18 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 05/01-18 Matters arising or carried forward from previous meetings – None

VH 06/01-18 Village Hall Bookings

A written report was received from the Bookings Clerk

Invoiced January 2018	£ 1,857.50 (net)
Invoiced January 2017	£ 2,471.00 (net)
Variance	- £613.50

Total April 2017 – January 2018	£24,327.36
Total April 2016 – January 2017	£23,657.49
Variance	£669.87

Issues have occurred on several occasions with unsupervised children throwing wet toilet paper around in the toilets and foyer and putting excessive amounts of paper down the toilets. CT will draft a letter to all regular users to remind them that all children must be supervised whilst on the premises.

There is an issue with wheelchair access to the North Hall. The meeting discussed ways to provide a temporary solution pending a tender being issued for wider car park work which would include a permanent fix to the access issue.

SLC to obtain quotes for a temporary ramp.

SLC will amend the draft tender documents to focus on the disabled parking and access issues for consideration at the next meeting.

VH 07/08-18 Village Hall Maintenance

One of the lighting bollards in the car park has been kicked over and is broken.

SLC advised that the electrician who installed the original bollard had been approached for a quote and to undertake the work.

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.

The premises licence was reviewed and it was agreed that the existing midnight end time for events was sufficient.

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It was resolved that for booking requests for a finish after midnight (not including clear-down time) a Temporary Events Notice from South Cambs District Council must be applied for by the hirer (subject to prior approval for a late lock by the Village Hall committee).

(Proposed CH, Seconded PC)

The start time of the licence should be moved forward to 8.00am if possible. SLC to confirm with SCDC what the process is to arrange this and to request and extension to the timings as necessary.

PRS Licence: A PRS/PPL licence is required to cover music, films and other entertainment in the Hall. The cost of a joint licence would be 1% of the Hall's net income. It was resolved to purchase a licence at a cost of approximately £300 per annum (exact amount dependant on income).

(Proposed PC, Seconded VC)

VH 08/01-18.2 To review the model Bookings Contract and consider using this to contract future bookings.

The model contract was discussed and reviewed. Some amendments are necessary and a supplementary page for specific terms relating to the Village Hall would be required.

It was resolved to purchase the right to use the document from ACRE at a cost of £15.00 (Proposed PC, Seconded VC)

CH to go through the existing Terms and Conditions Document to remove any items already covered in the model contract, to ensure there is no overlap or contradictory information. For review at the next meeting.

VH 09/01-18 **Caretaker Holiday and Cover**

The Caretaker's extended holiday request was approved as sufficient holiday time has been accrued, but it is to be noted that this is a 'one-off' arrangement.

SLC to reiterate holiday entitlement and booking rules to the Caretaker.

Options for covering the position for 4 weeks was discussed.

SLC to draft wording for an advert to go out on social media and February's News and Views.

A request for volunteers to help cover is to be added to the February Parish Council Meeting agenda supported by external cleaning contractors as necessary.

VH 10/01-18 **Matters for future consideration – None**

VH 11/01-18 **Date of next meeting:** Tuesday 20 February 2018

Close of meeting

The meeting closed at 9.50pm

Signed: **Date:**