

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 19 June 2018 at 7.30pm in the Seminar Room at Papworth Village Hall

Present: Chris Howlett (CH) Chairman, Pete Cruse (PC), Paul Phillips (PP)

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

VH 67/06-18 Apologies for absence

Apologies were received and accepted from Adam Honeywood (AH)
Absent: Paul Hicks (PH)

VH 68/06-18 Declaration of pecuniary interests – None declared

VH 69/06-18 To confirm and approve the minutes of the meeting held 15 May 2018

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

VH 70/06-18 Actions List

All action points had received attention, are ongoing or appear further in the agenda for discussion (see Action List for updates)

VH 71/06-18 Matters arising or carried forward from previous meetings

CCTV signage is required now the CCTV has been installed. SLC to download temporary signage to be displayed and obtain pricing for permanent signage to be made up to comply with GDPR. (3 x A4 signs to comply with GDPR wording requirements plus 4 x smaller standard CCTV signs) Costs to be presented to the Parish Council for funding from general reserves as part of the CCTV install costs.

VH 72/06-18 Village Hall Bookings

| | |
|--------------------|-----------------|
| Invoiced June 2018 | £ 2421.67 (net) |
| Invoiced June 2017 | £ 1469.28 (net) |
| Variance | £ 952.40 |

Outstanding invoices:

CAIL – CT has a new contact to chase for payment
Bisong £50 outstanding
Swavesey – invoice due to be paid at the end of term
Brownies & Guides – CT Chasing

New Enquiries: Starting from September

Monday, Wednesday and Friday – Wheelchair exercise classes
Thursday AM – Tiny Tots class

The Kurling group are happy to continue to run and manage the group themselves. Existing bookings run until 30 June. South Cambs District Council are happy to fund the event until the end of the year.

Kit would be required for the group to carry on – CT to confirm pricing of the kits. 3 kits are currently required for the size of group held in the Hall.

To go to the Parish Council for funding request to purchase, sets could be made available for other village groups to use.

Suggested film screening for children in the October half term holiday – CT to find out further details: If this is a free event for attendees, are they expecting the hire of the hall to be FOC (the event will have to be marketed as being hosted by the Parish Council)

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What age range is the event aimed at – what films do they propose to show – what adult supervision will be required - ratio of adults to children. The running of the event must be fully managed and run by the company.

VH 73/06-18 To expand on ideas for marketing the Village Hall
CT will speak to CAPALC regarding holding training events here.

A working party should be set up to look at marketing and make recommendations.
SLC to request suggestions for companies / areas to target our marketing

VH 74/06- 18 Building Management System

VH 74/06-18.1 To review the report provided by Demma Services following inspection of the Building Management System
SLC to request Demma Services provide a quote and breakdown of remedial work required – for review at the next meeting

VH 74/06-18.2 To consider appointing Demma Services to undertake an annual maintenance contract for the BMS – for review at the next meeting

VH 75/06-18 To review the amendments to the Terms and Conditions documents (in progress)
SLC will continue to update the Terms and Conditions for review and comment at the next meeting

VH 76/06-18 Village Hall Maintenance

Repairs are required to 2 hooped bollards in the car par which have been knocked over. Nick French will take a look and advise whether he can fix them.
It was suggested that the Caretaker should complete a tick list at the end of each day to confirm bollards/exterior lights/the lifts/kettles etc have been checked and are in place/working as they should. Any damage or issues should be recorded and brought to the attention of the Clerk. SLC to action.

VH 77/06-18 Matters for future consideration No items raised

VH 78/06-18 Date of next meeting: Tuesday 17 July 2018

The meeting closed at 8.25pm

Signed: **Date:**