

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 17 July 2018 at 7.30pm in the Seminar Room at Papworth Village Hall

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

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

VH 79/07-18 Apologies for absence
Apologies were received and accepted from Paul Hicks (PH) and Paul Phillips (PP)

VH 80/07-18 Declaration of pecuniary interests
None declared

VH 81/07-18 To confirm and approve the minutes of the meeting held 19 June 2018
It was resolved to accept the minutes as a true record of the meeting held on 19 June 2018 (Proposed PC, Seconded VC)

VH 82/07-18 Actions List
All action points had received attention, are ongoing or appear further in the agenda for discussion (see Action List for updates)

VH 83/07-18 Matters arising or carried forward from previous meetings
None arising

VH 84/07-18 Village Hall Bookings
Invoiced July 2018 £ 2759.58 (net)
Invoiced June 2017 £ 2028.04 (net)
Variance £ 731.54

Outstanding invoices:

CAIL – currently in the process of winding-up – our invoice will be paid shortly.

Papworth Hospital £585.00 – currently being processed

Guides & Brownies have outstanding invoices from June, SLC to chase for payment

Swavesey – a change in our bank details has delayed payment – being processed

Village Film screening – dates have been suggested. The event will show family films such as Paddington. CT is still finding out more details.

Slimming World have a new contact and group leader from 1 August.

A recent event had outdoor caterers without requesting permission.

'No outdoor catering' to be highlighted in the new Terms and Conditions and included on the booking form.

VH 85/07-18 To expand on ideas for marketing the Village Hall
It was agreed to convene a working group meeting in September to discuss marketing ideas in more detail. CH, VC, PC, CT & SLC to be involved plus all other members of the VH Committee to be invited.

VH 86/07- 18 Building Management System
To review the quotes received from Demma Services for remedial work to the BMS and consider the legal action against the original installer
No information has been provided. SLC to chase.

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- VH 87/07-18** **To review the amendments to the Terms and Conditions documents** (in progress)
The Clerk circulated the updated document. Further amendments to be made for review at the September meeting.
- VH 88/07-18** **Village Hall Maintenance**
Nick Wright will make repairs to the car park hooped bollards which have been knocked out of place.
- VH 89/07-18** **Matters for future consideration** – Nothing raised
- VH 90/07-18** **Date of next meeting:** Tuesday 18 September

The meeting closed at 8.25pm

Signed: Date: