

# 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 16 October 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**  
**11/10/2018**

### AGENDA

- VH 102/10-18      Apologies for absence**
- VH 103/10-18      Declaration of pecuniary interests.**
- VH 104/10-18      To confirm and approve the minutes of the meeting held 18 September 2018**
- VH 105/10-18      Actions List**  
To review and agree actions for outstanding items
- VH 106/10-18      Matters arising or carried forward from previous meetings**
- VH 107/10-18      Village Hall Bookings**  
To receive a report by the Village Hall Bookings Clerk on recent and future bookings
- VH 108/10- 18      Building Management System**  
To review the quotes received from Demma Services for remedial work to the BMS and consider legal action against the original installer
- VH 109/10-18      To review the amendments to the Terms and Conditions documents**
- VH 110/10-18      Village Hall Maintenance**  
To receive an update on any maintenance issues and to consider and authorise repairs as necessary
- VH 111/10-18      To review quotes received for creating a partition and door in the corridor between the North Hall rear door and main Hall**
- VH 112/10-18      To consider the purchase of additional microphones and AV equipment for the Hall**
- VH 113/10-18      Matters for future consideration**
- VH 114/10-18      Date of next meeting: Tuesday 20 November 2018**

**Close of meeting**

**Signed:** ..... **Date:** .....