

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 14th January 2020 at 7.30pm in the North Hall at Papworth Village Hall

Present: Victoria Carter (VC), Pete Cruse (PC), Paul Phillips (PP)

In attendance: Sarah Cruse (SLC) Clerk

VH 01/01-20 Apologies for absence

Apologies were received and approved from Cat Lloyd (CL) Chris Howlett (CH), Clare Taylor (CT) Bookings Clerk

VH 02/01-20 Declaration of pecuniary interests – None declared

VH 03/01-20 To confirm and approve the minutes of the meeting held 19 November 2019

It was resolved to accept the minutes as a true record of the meeting held on 19 November 2019 (Proposed PC, Seconded PP).

VH 04/01-20 Actions List

All actions have been addressed or are ongoing

VH 05/01-20 Matters arising or carried forward from previous meetings – None

VH 06/01-20 Village Hall Bookings

To receive a report on recent and future bookings

Income

December 2018 £3,582.29

December 2019 £2,679.56

Variance: - £902.73

DEC 2018 YTD running total £24,287.92

DEC 2019 YTD running total £23,050.98

Variance: -£1236.94

January 2019 £1,960.83

January 2020 £1,984.41

Variance: £23.58

JAN 2019 YTD running total £26,248.75

JAN 2020 YTD running total £25,035.39

Variance: -£1213.36

A booking had requested the Hall be set out with chairs for their event. *CT to advise that we do not offer a room set up service.*

A new regular booking for Children's circuit training has started.

Pilates are trialling an additional session on a Thursday.

The Kurling Group is trialling a new time plus additional use of the North Hall.

The annual cycling event is booked for Sunday 3 May – and had requested to start their booking at 7.00am. *VC agreed to open up the hall for the event at 700am.*

Issues with being encountered following late night or party booking when additional cleaning may be required to prepare the Hall for the next event. It was agreed to ensure that sufficient time between bookings must be maintained to allow the caretaker time to clean.

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The Caretaker had advised of damage which occurred during 2 events over the Christmas/New Year period. It was agreed to implement a daily check list to ensure that that any damage which occurs is documented. *The Clerk will put together a checklist and advise the Caretaker of the new process.*

It was agreed that costs should be obtained for a deep clean of the Village Hall. It was suggested that advice should be sought regarding maintenance and a care regime for the wooden hall floor.

The Clerk will approach a specialist flooring company for quotes for renovation or replacement of the floorboards and maintenance advice.

It is occasionally difficult to contact the Caretaker when access issues occur and Councillors are being called out in her place. It was suggested that the Caretaker may benefit from having a Parish Council supplied mobile phone. It was agreed that a list of contact numbers for when Councillors are covering in the caretaker's absence off will be put on the noticeboard to ensure the correct Councillors are contacted as necessary.

VH 07/01-20 Village Hall Maintenance

To receive an update on any maintenance issues and to consider and authorise repairs as necessary

Work to construct a partition and door at the rear of the main Hall has been scheduled for w/c 17 February.

The new noticeboard has been installed in the foyer.

One of the drop bollards at the entrance to the hall car park broken. It was agreed that as the posts are rarely used, they could be removed completely. The Clerk will approach Royal Maintenance to have the posts removed and holes filled.

It was resolved to allow £200.00 from Village Hall funds for the work to be completed. (Proposed VC, Seconded PC)

VH 08/01-20 To discuss and consider options for maintenance of the Village Hall car park

The surface of the car park is deteriorating and sunken areas of paving and potholes have started to appear. It was agreed to seek quotes for improvement of the car park area to include replacement of the car park surface with a hard/bound surface, marking out of the parking spaces, removal of some planting areas, lighting improvements, and resurfacing of the pathway around the rear of the Hall and gravelled areas around the stage door and south side of the Hall.

PC to put together a specification for the work required for agreement by the Committee.

VH 09/01-20 To consider a request from the New Age Kurling Group to purchase additional equipment

The Kurling Group had requested 2 additional sets of kit to meet the demands of the increased number of attendees. The Committee agreed to purchase the additional kit on the proviso that the sets were maintained at the cost of the Kurling Group and that any future purchase of kit was funded by the group.

It was resolved to purchase 2 additional sets of Kurling equipment at a cost of £249.83 + VAT per set (Proposed PC, Seconded PP)

VH 10/01-20 Matters for future consideration – None

VH 11/01-20 Date of next meeting: Tuesday 17 March 2020 at 7.30pm

The meeting closed at 8.50pm

Signed: **Date:**