

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 21 July 2020 at 7.30pm via remote access video link (ZOOM)

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

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

VH 32/07-20 Apologies for absence

Apologies were received and accepted from Chris Howlett (CH)

VH 33/07-20 Declaration of pecuniary interests – None declared

VH 34/07-20 To confirm and approve the minutes of the meeting held 19 May 2020

It was resolved to accept the minutes as a true record of the meeting held on 19 May 2020 (Proposed PP, Seconded PC).

VH 35/07-20 Actions List

To review and agree actions for outstanding items
All current action have received attention or are ongoing

VH 36/07-20 Matters arising or carried forward from previous meetings – None

VH 37/07-20 Village Hall Bookings

VH 37/07-20.1 To receive a report by the Village Hall Bookings Clerk on recent and future bookings
All booking in the diary had been cancelled until 31 August and deposits returned.
The Music Hall event for October will not be going ahead this year although dates have been held for October 2021.
Papworth Surgery have requested use of a room all day on 14 October to do flu jabs.
Many regular hirers have enquired about the re-opening date of the Hall and are keen to get underway with their usual bookings.

VH 37/07-20.2 To review the ACRE guidelines for reopening of village halls and risk assessments required

The ACRE guidelines for re-opening of village halls and public venues were reviewed.
It was agreed that a full risk assessment based on the template provided by ACRE would be undertaken in order that preparations can be made for a provisional 1 October reopening.
VC, TC and CT agreed to do the Risk Assessment at 2.00pm on Wednesday 2 September.

It was also agreed to schedule an additional Village Hall Committee meeting on Tuesday 8 September at 7.30pm to discuss the results of the Risk Assessment and plan the preparations required to allow safe reopening of the Hall for hirers.

VH 37/07-20.3 To review the current dates of closure of the hall and consider steps that would need to be taken to allow reopening of the Village Hall for hire
Hall bookings have currently been cancelled until 31 August 2020.
It was resolved that the Village Hall should align itself to conference centres and venues for hire who attract attendees and large groups from various locations, when looking at when the venue can reopen. (Government advice is 1 October 2020.)
(Proposed VC, Seconded PC)

Any issues identified by the risk assessment and any subsequent Government issued guidelines will need to be actioned and adhered to prior to the Hall being reopened.
CT to contact hirers to advise that the Hall is closed until 1 October

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VH 38/07-20 Village Hall Maintenance

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

VH 38/07-20.1 To review a quote received for fencing in the gas meter

It was resolved to accept quote 0175 from Royal Maintenance of £190.00 to fence in the gas meter box in the car park to prevent damage by vehicles.
(Proposed TC, Seconded PC, Agreed All)

VH 38/07-20.2 To consider a quote received from removal of a tree stump and remedial tree works

Quotes received for stump removal and remedial works to several trees in the car park were reviewed. It was resolved to accept QU-2573 provided by Charlie Vince Tree Surgery at a cost of £660.00 + VAT but was noted that a small reduction in cost may be due as a fallen branch had already been removed by the Ground Maintenance contractor. (Proposed PP, Seconded TC, Agreed All)

VH 39/07-20 To consider requirements for resurfacing the Village Hall Car Park and other associated works

A rough plan of requirements was discussed to include:

- resurfacing of the car park and road around the back of the Hall
- block paving to the south side of the Hall in front of the fire exits to provide a level surface and bollards to prevent parking
- telescopic bollards at the entrance to the car park
- consideration of an in/out one way system subject to the necessary space being available at the rear of the Hall
- upgraded lighting
- possible provision of an electrical supply for future installation of electric charging points
- installation of a dedicated water main for the Village Hall

VC will put together a draft spec for the work.

The Clerk will look at requirements for inclusion on the gov.uk contracts log.

VH 40/07-20 Matters for future consideration

Future requirement of Papworth Coronavirus Support Group for storage of food in the VH Kitchen

VH 41/07-20 Date of next meeting: Tuesday 8 September 2020 at 7.30pm

The meeting closed at 8.35pm.

Signed

Date