

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 Tuesday 19 October 2021 at 7.30pm in the Bob Baker Room, Papworth Village Hall, Ermine Street South, Papworth Everard

- Present:** Victoria Carter (VC) Chair, Pete Cruse (PC), Chris Howlett (CH), Terry Cook (TC), Jane Coutts (JC)
- In attendance:** Sarah Cruse (SLC) Clerk, Clare Taylor (CT) Bookings Clerk
- VH 30/10-21 Apologies for absence**
Apologies were received and noted from Paul Phillips (PP)
- VH 31/10-21 Declaration of pecuniary interests – none declared**
- VH 32/10-21 To confirm and approve the minutes of the meeting held 15 June 2021**
It was resolved to accept the minutes as a true record of the meeting held 15 June 2021 (Proposed CH, Seconded TC, Agreed All)
- VH 33/10-21 Actions List - To review and agree actions for outstanding items**
All actions were in progress.
Village Car Park – the condition of the car park and areas of tegular paving is deteriorating. It was agreed to revisit this in the Spring to consider any necessary works or repairs required
- VH 34/10-21 Matters arising or carried forward from previous meetings – None**
- VH 35/10-21 Village Hall Bookings**
VH 35/10-21.01 To receive a report by the Village Hall Bookings Clerk on recent and future bookings
Income from May – October has been £7642.71 net
Many of the regular bookings have come back, with some opting to restart from September. There have been several enquiries for regular bookings which are in the pipeline and some new bookings already taken (Zumba – weekly class) Little City (children’s monthly play session)
CT is awaiting confirmation from TGCM of when/if they are starting back at the Hall. Should they not to come back, the storage shed in the basement will have to be removed - CT to advise.
The Village Carol Concert will be hosted by the Parish Council and held in the Main Hall on the evening of 16th December.
A booking for a child’s birthday part was taken in error for 27th December (Bank Holiday), It was agreed that the booking should be honoured. CT and VC will lock/unlock for the event.
Feedback was received from a County Council training event were unhappy that the hall had not been set up for their event. The trainer was advised that the hirer is responsible for set up and clear down of the hall as required and as detailed in the Terms of Hire. It was agreed that an amendment to the booking form is required to request the details of the responsible person on the day, as some events are booked by and administrator who is not present on the day. *CT to look at amending the wording on the booking contract to reflect this.*
The booking for New Year’s Eve will be advised that they must complete the clearing up of the hall following their event within their booking time. VC will check the hall for cleanliness prior to the next booking on 2 January.
A late lock is required following the Music Hall event later in the month. VC agreed to do this.

PAPWORTH EVERARD PARISH COUNCIL

VH 35/10-21.02 To agree a rota to cover the Caretaker's weekends off and late locks and agree emergency contact numbers for issues during hires.
The following people are on the Caretaker cover rota: PC, PP, VC, TC, and JC, with CH available on occasion if available.
It was agreed to ask MES if she would like to be included.

*CT will ask PH to return his Hall master key so it can be reissued to JC.
CT to put together a rota and circulate.
CT to arrange for hirers to be given the contact details of the person providing caretaker cover for their event and hirer contact telephone numbers will also be included on the booking sheets to enable them to be contacted in case of a no-show.*

VH 36/10-21 Village Hall Maintenance

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

There are no current maintenance issues.

The Clerk has purchased a lock for the bin store.

Replacement grills on the outlet pipes at the rear of the Hall are required. *The Clerk will look into sourcing replacements.*

The front doors of the Hall have had a first coat of stain but the colour is not very satisfactory. It was agreed to have the second coat applied to make the doors watertight over the winter and to consider having the doors fully painted to match the window frames in the spring.

VH 37/10-21 Matters for future consideration

To look at the wording in the Terms of Hire for charity and fundraising events

VH 38/10-21 Date of next meeting: Tuesday 21 December 2021 at 7.30pm

The meeting closed at 8.45pm

Signed: **Date:**