

Swavesey Parish Council

Memorial Hall Committee Meeting Minutes

Held at Swavesey Memorial Hall Meeting Room on 6th November 2007

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Present: Cllr W Wright (WW) Mrs L Miller (LM)
Cllr M Johnston Mrs C Pook (CP)
Mr C Hines (CH) Mrs J Smart (Mrs JS)
Mr J Shepperson (JS) Mr P Wells (PW)

Parishioners: 0

Recorded By: Mrs Nicole Mullee, Committee Clerk (NM)

Date & Time of next meeting: 15th January 2008 7.30pm

Location of next meeting: Swavesey Memorial Hall, Meeting Room

	<u>Action</u>
1 Apologies for absence Mrs E Kennedy (LK), & Mr S Boylan (SB)	
2 Minutes of the meeting held on the 11th September 2007 The minutes of the 11th September were approved with no amendments	
3 Declarations of Interest None Held	
4 Items for Discussion 4.1 Hall Administrators Monthly Report <ul style="list-style-type: none">◆ Receipts totalling £1707.48 have been received from hall bookings from 07/09/07-31/10/07. These are fantastic receipts for this period. NM reported that due to the price changes for next year some main user groups have reduced their bookings, and we have also lost Messy Monsters but not for this reason. Mrs JS confirmed to the committee that due to the increased charges for 2008, the Meridian Women's Club will be finding an alternative venue. Mrs JS would still like to remain a committee member.◆ NM informed the committee that the fire extinguishers have had their annual review and the alarm will be serviced shortly. The decorating of the ladies toilets is now complete. PW arrived at the meeting 7.51pm 4.2 Christmas Decorations <ul style="list-style-type: none">◆ A request from the Over 50's Club had been received to ask if they could leave their Christmas decorations up for a month from 24th Nov. The committee decided in view of the amount of bookings and the installation of the new windows this request would have to be declined. NM to write to the Over 50's to explain the decision.	NM

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<p>7 Hearing Loop</p> <ul style="list-style-type: none">◆ LM reported to the Committee how the project was going so far. A few quotes had been obtained in a view of installing a simple induction system. The quotes did vary with either hand held microphones or ceiling microphones. PW had knowledge of these units and gave a short explanation on how they would work. PW also suggested to the Committee that a new kit could be bought with a view to the Committee installing it to reduce the costs for this project. WW & MJ had the idea of a small pa system being installed alongside the hearing loop project. LM to look into more grant funding options before a decision is finalised on this matter.	
<p>8 Items for information and next meetings agenda</p> <ul style="list-style-type: none">◆ LM informed the Committee that the following week the Parking Spaces at the hall would be re painted which would outline the disabled parking spaces.	
<p>9 Date of next meeting</p> <ul style="list-style-type: none">◆ The date of the next meeting would be on Tuesday 15th January 2008. NM to produce a set list of meeting dates for 2008 and distribute to all Committee Members. <p>Meeting Closed at 8.40pm</p>	