

# *Swavesey Parish Council*

## *Memorial Hall Committee*

### **Minutes**

Parish Council Memorial Hall Committee Meeting  
held at The Memorial Hall, Monday 1 March 2004, 7.30pm

#### **PRESENT**

Mr M Johnston (Acting Committee Chairman)

Committee Members : Cllr R Owen, Cllr J Shepperson, Mrs S Ellington (WI)

Parishioners : 1

S Cambs District Council, Environmental Health Dept: Mr M Bebbington, Licensing Officer  
Mr B Heffernan, Env Health Inspector

**APOLOGIES**           None received

In the absence of the Clerk to the Committee, Mr Johnston took notes for the meeting.

#### **AGENDA 2**

##### *Minutes of 12 January 2004 & Matters Arising*

The Minutes of the Committee Meeting held on 12 January 2004 had not been circulated and so were not able to be approved. Minutes to be circulated and approved at the next meeting.

#### **AGENDA 3**

*Declarations of Interest*           None.

#### **AGENDA 4**

##### *Items for Discussion*

##### **(i) Environmental Health.**

Mr Johnston welcomed Mr M Bebbington, Licensing Officer and Mr B Heffernan, Environmental Health Inspector, S Cambs District Council to the meeting, at the invitation of the Hall Committee, to discuss complaints received about noise levels at events held at the Memorial Hall. No letters of complaint about noise had been received by the Hall Committee, only telephoned complaints. Mr Bebbington reported that SCDC had received 7 complaints from 5 different people, in particular relating to an event on 7 February 2004. There is limited noise restriction at the Hall, only regular doors and windows, a noise limiter is not installed. Following detailed discussion the District Council Officers requested that future events be notified to the Environmental Health Dept, as has been happening, and ways to overcome and limit the noise from the hall be investigated. A copy of the Hire Agreement and standard conditions of hire to be sent to Mr Bebbington.

##### **(ii) Hall Administrator's report**

In the absence of the Hall Administrator, there was some confusion over the information to be discussed. The following items were raised:

1. 20<sup>th</sup> March, complaint received regarding an overlap of two events booked at the hall, due to lack of information about setting up time required for the second booking.  
Times required for setting up to be included on future Hire Agreements

2. Water heater in the kitchen to be checked following complaints about lack of hot water.
3. Replacement cooker – further information required from user groups on this item.
4. Nominations for the new Members on the Hall Committee received from St Andrew's PCC – Mrs E Kennedy; Meridian Womens' Club – Mrs S Smith. It was proposed and unanimously agreed to co-opt both nominees to the Committee.

## **AGENDA 5**

### ***Maintenance, Health & Safety Items***

- (i) Request for better cleaning equipment to be provided for Hall hirers. It was agreed to purchase a larger broom and new mops but not a Hoover.
- (ii) Replacement Cooker. The WI wished to ask for a new cooker that could cater for meals for 70-80 people. This to be discussed further with other hire groups and brought to the next Agenda.

## **AGENDA 6**

### ***Memorial Hall Budget***

#### **6.1 Payments for month.**

No payments to report.

## **AGENDA 7**

### ***Correspondence***

- (i) The Parish Clerk had contacted an organisation that acts as independent examiners for Charities and who can offer advice and assistance with charity matters. Advice can be provided free of charge by email or telephone, or by examining copies of documents sent through the post. They could also visit the Hall Committee and/or users groups for further advice or help however a charge of approximately £250 would be made for the visit. It was agreed to send copies of the recent correspondence with the Charity Commission together with background on the running of the Hall and ask for their advice with regard to the Charity Commission's request for the Hall to be set up as an independent charity.
- (ii) Pre-school Committee has enquired about holding a fundraising disco at the Hall on either 24 April or 15 May. Agreement given to accept the booking, however details to be sent through to the Environmental Health Officer, as previously requested.

## **AGENDA 8**

### ***Items for Information and Next Meeting Agenda***

Hall Committee Agenda: Replacement windows.

Full Parish Council Agenda: to discuss probationary period for Hall Administrator and Hall Administrator to be asked to attend a Parish Council Meeting.

## **AGENDA 9**

### ***Date of Next Meeting***

Monday 19 April, 7.30pm at the Memorial Hall.

There being no further business, the meeting was declared closed at 9.00pm.

Signed & dated