



CRANLEIGH PARISH COUNCIL

Tel: 01483 272311
Fax: 01483 277573

Village Way
Cranleigh
Surrey
GU6 8AF

Clerk Pauline Whitehead MILCM
Assistant Clerk Vivien Edwards
Chairman Cllr B Ellis

26th February 2010

NOTICE OF A MEETING OF THE VILLAGE HALL COMMITTEE

Members of the Village Hall Committee are respectfully summoned to attend a Meeting of the Committee to be held on **THURSDAY 4th MARCH 2010 at 7.00 pm** in the Council Chamber, Village Way, Cranleigh.

Vivien Edwards
Assistant Clerk

MEMBERS OF THE PUBLIC WITH A LEGITIMATE INTEREST IN THE PARISH MAY ASK QUESTIONS RELEVANT TO THE WORK OF THE VILLAGE HALL COMMITTEE. THE MEETING WILL START IMMEDIATELY FOLLOWING PUBLIC QUESTION TIME OR AT 7.15 PM, WHICHEVER IS THE EARLIER.

AGENDA

1. MINUTES OF THE MEETING HELD ON 28th OCTOBER 2009.

Recommendation:- the Committee to approve and the Chairman to sign as a correct record the minutes of the meeting held on 28th October 2009.

2. APOLOGIES FOR ABSENCE

3. DECLARATIONS OF INTEREST

4. CHAIRMAN'S REPORT

5. SURVEY REPORT ON VILLAGE HALL ROOF (see page 1)

Recommendation:- To note report.

6. CONDITIONS OF USE (see page 3)

(i) To note that all commercial hirers and community organisations must have their own public liability insurance which will cover them when hiring the Village Hall. Individuals will be covered under the Parish Council's policy and a charge will be added to the fee for providing this.

Recommendation:-

To amend Clause 3 on Conditions of Use as follows:

Commercial hirers and community organisations must provide their own insurance cover and a copy of the relevant insurance schedule must be supplied to the Parish Council office prior to the booking. For individual hirers, a charge for insurance cover will be added to the fee.

(ii) To decide on a cancellation policy for severe weather conditions and adapt Conditions of Use accordingly.

Recommendation:-

To add to clause 6 in Conditions of Use: One off cancellations due to extreme weather conditions may be subject to a refund depending on individual circumstances.

(iii) To consider revising the Conditions of Use document and, if agreed, give guidance on content.

See Annexe 1.

7. FEES (see page 5)

Recommendation:-

(i) To note revised Fee List as agreed by the Finance and General Purposes Committee on 23rd February 2010.

(ii) To clarify definition of full and part day.