

September 26th 1994

Dear Graham,

Re: New Village Hall.

I refer to the meeting held on September 16th between representatives of the Village Hall Management Committee and the Parish Council to discuss arrangements and responsibilities for the operation of the new village hall and playing field.

This matter was discussed by the Parish Council at their meeting on September 20th following which the responsibilities set out below were fully endorsed by the Councillors.

Decoration of hall - interior and exterior	Village Hall Management Committee
Fixtures and Fittings	Village Hall Management Committee
All necessary licences	Village Hall Management Committee
Car Park	Village Hall Management Committee
Plant beds around the hall	Village Hall Management Committee
Payment of sewerage maintenance	Village Hall Management Committee
Fuel costs for hall	Village Hall Management Committee
Grass cutting - field and around hall	Parish Council but VHMC to nominate an administrator to co- ordinate timing of cuts for speci events.
Hedges and trees	Parish Council
Insurance of hall	Parish Council to continue until next renewal with a review of responsibility before that date. VHMC would prefer to take over responsibility for hall insurance
Play equipment ( if installed)	Parish Council.