

PANGBOURNE PARISH COUNCIL

VILLAGE HALL COMMITTEE MINUTES

At a meeting of the Village Hall Committee held at Pangbourne Village Hall on **Wednesday 17 January** **2024** commencing at 6.30pm.

Present: I. Walker, J. Higgs, C. Ellis, M. Rimmer, J. Palfrey

 L. Antonio (Asst Clerk)

Apologies: N. Goodwin, C. Williams

M.O.P: None

# Section 1 – Procedural

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|  |  | **ACTION** |
| **VH/267** | **APOLOGIES FOR ABSENCE** |  |
|  | N. Goodwin, C. Williams |  |
| **VH/268** | **DECLARATION OF INTERESTS** |  |
|  | JP is a member of the PCC |  |
| **VH/269** | **MINUTES OF THE LAST MEETING** |  |
|  | The minutes of the last meeting held on 22 November 2023 were approved and signed by the Chairman as an accurate record. |  |
| **VH/270** | **OUTSTANDING ACTIONS FROM PREVIOUS MINUTES**None. |  |
|  | **ACTIONS COMPLETED*** Fire alarm inspection
* Repairs to front door
* Heating engineer has removed faulty fan from main hall radiator and is to source replacement.
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# Section 2 - Decision Making

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|  |  | **ACTION** |
| **VH/271** | **TO REVIEW QUOTES FOR VILLAGE HALL TURRET CLOCK SERVICE AND AGREE EXPENDITURE** |  |
|  | JP reminded the committee of the parish council’s obligation to maintain the clock set out in the original transfer of the hall from the Church.The committee agreed that as the clock has not been serviced for some time and is currently running slow, and as electrical faults could possibly pose a risk if left, it was agreed that assistant clerk should schedule a service and speak to the engineer about the costs of a more regular service.It was agreed that the lowest quote obtained was likely to be unrealistic as the company had not requested any information on which to base their cost. It was therefore agreed to accept the middle price of £410+VAT. The benefit of using the same company as the Church was acknowledged but as their price was significantly higher it was suggested that a conversation could be had when they are next on site to service the church clock. |  |
|  | Assistant clerk to schedule service and to obtain quotes for regular maintenance contract. | **Asst Clerk** |
|  | **RESOLVED to approve expenditure of £410+VAT for the costs of inspecting and servicing the Village Hall Clock.** |  |
| **VH/272** | **TO REVIEW RECOMMENDATIONS IN RES FIRE SAFETY CERTIFICATE AND AGREE NEXT STEPS** |  |
|  | Assistant clerk reported that the recent RES service report has highlighted one fire safety measure to be resolved and a number of recommendations for additional fire safety installations:Required* The mains isolator switch no longer conforms to regulation and needs to be updated.

Recommended * 7 additional locations for smoke detectors
* Call point in main hall kitchen
* 4 additional locations for emergency lights

The Committee discussed the importance of keeping the building up to a high standard in terms of fire safety, and that equipment installed in the building originally may now require updating in order to meet modern standards and to ensure all insurance requirements are met. Assistant clerk reported that the last external fire risk assessment was carried out in November 2008. Annual inspections have been carried out by the hall warden. Assistant clerk reported that recent advice from the Community Buildings Advice Service states that fire safety law has recently been tightened up, and it places more importance on having a ‘written suitable and sufficient fire risk assessment’ and the need to nominate a ‘responsible person’ who understands fire safety.Assistant clerk had recently received 2 quotes for external fire risk assessments - £549+VAT and £229+VAT. The Committee agreed that having a professional assessment, independent of our regular fire safety inspection contract, would help to confirm which of the RES recommendations were necessary, and would provide a wider and current check on all aspects of fire safety in the building, and should help prioritise any actions required.Assistant clerk suggested that with booking clerk’s upcoming departure, this role of ‘responsible person’ needs to be addressed and that some basic training may be required. |  |
|  | * Clerk to schedule risk assessment inspection and ask RES to provide quotes for the additions to fire safety installations and to rank the recommendations in terms of priority to allow for possible phasing of improvements
* Clerk to obtain quotes for fire warden training
 | **Clerk** |
|  | **RESOLVED to approve expenditure of £229+VAT for Fire Risk Assessment report.** |  |
| **VH/273** | **TO CONSIDER REQUEST FROM THAMES VALLEY AIR AMBULANCE TO PLACE CLOTHES BANK AT VILLAGE HALL** |  |
|  | Committee discussed a request received from Thames Valley Air Ambulance to locate a clothing recycling bin (5ft x 5ft) in the village hall car park as a fundraising tool for the charity. Although very supportive of the charity’s aims and their need to raise funds, the Committee felt that there was no appropriate space for the bin (or for vehicles servicing the bin), given the existing pressures on parking spaces and the tight entrance to the car park when full. It was also noted that sufficient space needs to be retained for the hall fire assembly point next to the car park entrance. It was felt that placing the bin at the rear of the hall would also not be desirable as it would not be sufficiently visible to users and would risk encouraging fly-tipping. The committee noted that clothing recycling bins already exist at the primary school, petrol station and Pangbourne Club as well as two charity shops and so there is already provision for this type of recycling within the village. |  |
|  | Assistant clerk to respond and suggest other possible locations for the charity to explore. | **Asst Clerk** |
|  | **RESOLVED not to grant permission for Air Ambulance clothes bin at village hall** |  |
| **VH/274** | **TO REVIEW HALL MAINTENANCE SCHEDULE AND ANY EXISTING WORKS IN HAND** |  |
|  | The committee reviewed the hall maintenance schedule and noted the works in hand.Assistant clerk reported that Dyno-Rod had been called out to unblock the drain at the front of the hall. The blockage was caused by wipes being flushed down the toilet. The blockage was cleared and more signage has been positioned in the toilets. |  |

# Section 3 - Updates from Working Groups, Councillors and Committee Members

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|  |  | **ACTION** |
| **VH/275** | **TO RECEIVE AN UPDATE FROM COUNCILLORS ON ANY WORKING GROUPS OR OUTSTANDING ACTIONS** |  |
|  | None. |  |
| **VH/276** | **ITEMS FOR INFORMATION ONLY OR RAISED BY COUNCILLORS FOR THE AGENDA OF THE NEXT MEETING** |  |
|  | New hall booking clerk to attend if possible. |  |

# Section 4 - Closure

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| **VH/277** | The meeting closed at 7.20pm there being no other businessThe next meeting is scheduled for 20 March 2024 |  |

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