

PANGBOURNE PARISH COUNCIL

VILLAGE HALL COMMITTEE MINUTES

At a meeting of the Village Hall Committee held at Pangbourne Village Hall on **Wednesday 19 July** **2023** commencing at 6.30pm.

Present: J. Higgs, A. Huddart, N. Goodwin, J. Hughes, R. Elkin (Clerk), L. Antonio (Asst Clerk)

Apologies: I. Walker, C. Williams, J. Palfrey

M.O.P: G. Alderton (part)

# Section 1 – Procedural

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|  |  | **ACTION** |
| **VH/241** | **APOLOGIES FOR ABSENCE** |  |
|  | I. Walker, C. Williams, J. Palfrey |  |
| **VH/242** | **DECLARATION OF INTERESTS** |  |
|  | None |  |
| **VH/243** | **MINUTES OF THE LAST MEETING** |  |
|  | The minutes of the last meeting held on 7 June 2023 were approved and signed by the Vice-Chairman as an accurate record. |  |
| **VH/244** | **OUTSTANDING ACTIONS FROM PREVIOUS MINUTES** |  |
|  | * **Security light** and extractor fans – need to find alternative electrical contractor | **Asst Clerk** |
|  | * **Car Park Signage** – Ongoing |  |
|  | * **Grab Rails** – Asst Clerk received advice from CBAS (Community Buildings Advice Service) on the recommended position for grab rails and reported that the costs of installation would be around £133.00. The Committee agreed that the work represented a reasonable adjustment and that the rails should be added with the Clerk approving final costs under delegated authority. It was also suggested that an accessibility audit of the whole building might be worthwhile. Asst Clerk to look into whether CBAS offers a free audit. | **Asst Clerk** |
|  | **ACTIONS COMPLETED**   * **Replacement Emergency Lights and Smoke Detectors** – work started today and will be completed tomorrow (20/07) * **Piano Tuning** – completed * **Urn de-scale** – completed |  |

# Section 2 – Decision Making

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|  |  | **ACTION** |
| **VH/245** | **TO CONSIDER AND APPROVE REVISED TERMS AND CONDITIONS FOR VILLAGE HALL HIRERS** |  |
|  | Asst Clerk presented a revised set of Terms and Conditions for Hall Hire based on a template document from CBAS. The Committee agreed that a more robust set of conditions was required. The wording of the insurance section was discussed and the Committee suggested that clarification was required from our insurers as to the level of cover hirers should have in place themselves. |  |
|  | The Clerk pointed out that the Alcohol Licence for the premises will need to be replaced as it is currently in JHu’s name. The Committee discussed the pros and cons of hirers obtaining their own TENs licence for events. Clerk to investigate the options and progress. | **Clerk** |
|  | **AGREED to adopt new Terms and Conditions subject to clarification from insurers as to correct wording/content of Section 5. Insurance and Indemnity.** |  |
| **VH/246** | **TO CONSIDER PROPOSAL FOR COMMUNITY GARDEN SPACE AT VILLAGE HALL** |  |
|  | Gillian Anderton needed to leave the meeting prior to the agenda item, so AH read her proposal to the Committee to use the garden space at the side of the Village Hall for a community gardening project. The plan is to establish a group of volunteers that will meet regularly to grow plants/vegetables and maintain/improve the existing borders. The Boathouse Surgery has been approached about the possibility of offering the activity to local residents as a ‘prescribed’ therapy. The proposal would involve adding a number of raised beds and possibly a small storage shed for tools next to the existing container in the car park. The group would act in partnership with the Parish Council, with the Council approving any additions/alterations to the garden and providing a bank account for fundraising efforts, and the group acting as the ‘front’ for raising funds and being responsible for the recruitment of volunteers and any administration. The Committee was in favour of the proposal and it was suggested that the first step would be for the group to work on their name and objectives and that Asst Clerk could then offer some support in identifying sources of funding. | **GA, AH, Asst Clerk** |
|  | **AGREED to authorise use of the garden for community gardening purposes, subject to Committee approval of any alterations.** |  |
| **VH/247** | **TO CONSIDER PRIORITIES FOR VILLAGE HALL IN 2024/25 PRIOR TO BUDGET SETTING DISCUSSIONS** |  |
|  | Prior to budget setting in October, the Committee were asked to suggest any obvious projects at the Hall that need to be included in the budget for the year.   * Aside from ongoing maintenance jobs (flat-roof inspection, fuse board inspection), the Committee suggested that further accessibility issues may need to be addressed (possibly a disabled space in the car park, different height toilets). * It was felt that energy saving measures could still hopefully be met from grant funding. |  |
|  | * JHu requested that all the toilet seats be inspected. Asst Clerk to look into costs of adjusting or replacing if necessary. | **Asst Clerk** |
|  | * Following an incident with one of their children, there has been a request from the Monday Toddler group for hinge covers to be added to the doors in the hall. The Clerk suggested that as the work required is relatively minimal, a reasonable compromise might be to add covers to the door of the baby change toilet. Asst Clerk to investigate costs. | **Asst Clerk** |
|  | * As discussed at previous meetings, new signage at the entrance to the car park may be required in order to make the rules for parking clearer to members of the public and to avoid any ‘right to park’ claims. Assistant Clerk to investigate wording and put on agenda for next meeting. | **Asst Clerk** |
|  | * NG suggested purchase of carbon monoxide alarms for kitchen and boiler/storage. | **Asst Clerk** |

# Section 3 – Updates from working groups, councillors, committee members

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| **VH/248** | **ITEMS FOR INFORMATION ONLY OR RAISED BY COUNCILLORS FOR THE NEXT MEETING’S AGENDA** |  |
|  | Car park signage |  |

# Section 4 – Closure

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| **VH/249** | The meeting closed at 7.35pm there being no other business  The next meeting is scheduled for 18 October 2023 |  |

Chairman

Date