



Pangbourne Parish Council

Village Hall Committee Minutes

At a meeting of the Village Hall Committee held at Pangbourne Village Hall on Wednesday 29th June 2021 commencing at 6.30pm.

Present: P. Maclver, C. Hartley, J. Higgs, I. Walker, G. Child, Jill Palfrey, J. Hughes, P. Hawkins
R. Elkin (Clerk),

Apologies: C. Williams

No MoP were present

Section 1 – Procedural

VH/119 TO ELECT A CHAIRMAN FOR VILLAGE HALL COMMITTEE

C. Hartley was proposed, seconded and voted as Chairman of the Hall Committee for the coming year.

VH/120 TO ELECT A VICE-CHAIRMAN FOR VILLAGE HALL COMMITTEE

Phil Hawkins was proposed, seconded and voted as Vice Chairman of the Hall Committee for the coming year.

VH/121 CO-OPTION OF AND RE-APPOINTMENT OF NON-COUNCIL COMMITTEE MEMBERS

It was RESOLVED that J. Palfrey, J. Hughes and C. Williams be re-appointed as Non-Council Committee Members again for the coming year. They were thanked for their contribution.

VH/122 APOLOGIES FOR ABSENCE

C. Williams

VH/123 DECLARATIONS OF INTEREST

J. Palfrey as member of the PCC

VH/124 MINUTES OF THE LAST MEETING

The minutes of the last meeting held on 21st October 2020 were approved and signed by the Chairman as a true and accurate record with no amendments.

VH/125 OUTSTANDING ACTIONS FROM PREVIOUS MINUTES

- Flat roof check. No progress
- Moss removal at the village hall roof – JS has instructed work to be done

ALL

Asst Clerk

ALL

Actions closed out since the last meeting:

- None, however the RBL trophy cabinet action has been removed until such time as the RBL decide what they would like.

Section 2 – Decision Making

VH/126 **TO REVIEW ROUTINE HALL MAINTENANCE SCHEDULE AND ANY EXISTING WORKS IN HAND:**

- JH shared the routine maintenance schedule with the committee.
- JH to share her latest working copy of the hall risk assessment with the committee and compare this to the relevant section on the full risk assessment adopted by the Council and updated by the Clerk. JH Clerk
- PAT Testing due in August.
- Boilers to be serviced in October.

VH/127 **TO PROVIDE AN UPDATE AND DISCUSS THE RE-INSTATEMENT WORKS REQUIRED AFTER THE FLOOD IN FEBRUARY 2021 AND AGREE ANY ACTIONS NECESSARY TO TAKE THIS FORWARD**

- The Hall repairs are progressing, and the main hall is now operational with all sockets, skirtings and painting now complete. It is available for hire in line with Government covid safe guidance.
- The small hall is still awaiting a floor due to delays in obtaining the flooring which has been held up by the national shortages in building materials caused by the pandemic and Brexit. This is on order and should be installed by early September with all the re-painting complete.

VH/128 **TO RECEIVE AN UPDATE ON THE RE-OPENING OF THE HALL IN LINE WITH GOVERNMENT COVID-SECURE GUIDELINES AND RECEIVE AN UPDATE ON BOOKINGS AND THE IMPLEMENTATION OF HALLMASTER IN LINE WITH AUDIT FINDINGS**

- Bookings have begun to be taken in Hallmaster which is up to date, however many bookings are still provisional due to the condition of the small hall and government guidance.
- Regular hirers are starting to express an interest in returning, with the Volunteers Office looking to re-start from 5th July.
- Monday Playgroup will return throughout the summer months.

VH/129 **TO DISCUSS AND REVIEW PRIORITIES FOR WORKS (ROUTINE AND CAPITAL) TO THE HALL FOR 2021/22 YEAR**

- Priorities for the coming year are:
 1. Downpipes at the hall to be repaired properly and thoroughly cleaned
 2. Loose cables to be tied in
 3. Buttresses to be investigated and repaired as necessary
 4. Hand dryer in toilets to be replaced
 5. Insulation to be looked into across hall but particularly in small hall
 6. Armco Barrier to be installed by brick pillar in car park
 7. Gas box door on the rear external wall to be sanded and repaired
 8. Small Hall door locking mechanism to be repaired
 9. Blinds for both halls to be replaced – CIL
 10. Garden Fence to be repaired
 11. Main hall rear doors to be repaired
 12. CCTV installation to be investigated

Goodlife Garden's Contract also to be reviewed

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

VH/130 • None not already noted above

VH/131 **ITEMS FOR INFORMATION ONLY OR RAISED BY COUNCILLORS FOR THE NEXT MEETING'S AGENDA**

- It was raised that the insurance contractors have left a significant amount of waste in the rear carpark which is neither neatly nor safely stacked. This is a particular concern as community groups are currently meeting in this area where they have chosen not to meet indoors due to covid. The Clerk will contact the contractors and get the materials removed asap.

Section 4 – Closure

VH/132 **CLOSURE:**
The meeting closed at 7.27pm there being no other business.
The next meeting to be scheduled.

_____ Chairman

_____ Date