



# Pangbourne Parish Council

## Village Hall Committee Minutes

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At a meeting of the Village Hall Committee held at Pangbourne Village Hall on Wednesday 16<sup>th</sup> February 2022 commencing at 6.30pm.

Present: P. MacIver, J. Higgs, J. Hughes, S. Taylor, J. Palfrey (until 7.54pm),  
R. Elkin (Clerk), L. Antonio (Assistant Clerk)

Apologies: I. Walker, C. Williams

No MoP were present

### **Section 1 – Procedural**

#### **VH/148 APOLOGIES FOR ABSENCE**

I. Walker, C. Williams  
PM acted as Chairman in the absence of IW

#### **VH/149 DECLARATION OF INTERESTS**

JP declared an interest as a member of the Parochial Church Council

#### **VH/150 MINUTES OF THE LAST MEETING**

The minutes of the last meeting held on 17 November 2021 were approved and signed by the Chairman as an accurate record.

#### **VH/151 OUTSTANDING ACTIONS FROM PREVIOUS MINUTES**

- The two barriers for the car park to protect the corner of the building – ongoing (see VH/155) PM
- The internal door to the small hall is catching and needs to be looked at – ongoing. PM to attempt to install footplate. PM
- Insulation has been inspected and considered adequate but check to be added to overall plumbing/heating inspection for any gaps in lagging around pipes JHu Clerk
- Small Hall external door locking mechanism to be repaired – ongoing. Clerk to follow up on quote from window company Clerk
- Blinds for both halls to be replaced – JHu to contact chair upholsterers with regards obtaining contact for Thames Valley Blinds. JHu/ST/Clerk to investigate other potential commercial suppliers with aim of getting 3 quotes. Quotes to include both halls and offices x 2 and to include black out option JHu, ST Clerk
- Garden Fence to be repaired – ongoing (see VH/152)

## **Section 2 – Decision Making**

### **VH/152 TO REVIEW THE QUOTATION RECEIVED AND CIRCULATED FOR REPAIR OF FENCING AT THE VILLAGE HALL AND AGREE ANY ACTIONS TO TAKE THIS FORWARD**

- Quote for installation considered to be higher than expected. JH
- Idea of installing metal fencing was discussed as an alternative to wood and JH agreed to seek rough idea of cost.
- Clerk to seek two further quotes for installation of wooden fence. Clerk
- It was agreed to seek quotations in the region of expenditure up to £2,500 in total including labour if possible. This will be reviewed in light of what quotations are received. This will be done as a matter of priority in order that the work is completed before the jubilee.

### **VH/153 TO DISCUSS REPAIR OF THE FOOTPATH BESIDE THE SMALL HALL GARDEN AND AGREE ANY ACTIONS TO TAKE THIS FORWARD**

- Agreed that footpath required repair but only the section at the side of the hall to be included in work (the section between the corner of the WBC car park to the front and the corner to the rear gravel path at the back)
- JP recommended investigating bonded resin gravel surface similar to the path at the church and recommended an eco-friendly surface that has been laid in a section of the churchyard. It was agreed to investigate Reading Asphalt and Pavilion Paving in the first instance and seek a third quotation. Clerk
- Clerk to investigate options for surfaces and obtain quotes.
- Depending on the cost of this work, it may need to be taken to Full Council for approval if it is over the committee threshold.

### **VH/154 TO DISCUSS THE PROPOSAL FOR A PLATINUM JUBILEE GARDEN, NEW BENCH AND TIME CAPSULE IN THE SMALL HALL GARDEN**

- It was agreed in principle that that the following costs should be spent on the project: Clerk
  - £827 (plus installation) on bench
  - £300-400 on additional planting for the garden
  - £200 on concrete slab with inscription (bespoke and ready-made options to be investigated)
  - £79.98 on at least 2 steel time capsules for use by school (possibly other local groups) and Parish Council
- The possibility of sponsorship/donations of plants from a local garden centre or supplier to be investigated. Clerk
- JHu agreed to speak to previous donor about hanging baskets. JHu
- It was noted that the bench may require a solid base for security reasons and that this should be factored into any installation costs.

### **VH/155 TO DISCUSS THE INSTALLATION OF THE ARMCO BARRIERS TO THE SIDE OF THE BUILDING AND AGREE ANY ACTIONS TO TAKE THIS MATTER FORWARD**

The two barriers for the car park to protect the corner of the building and the side porch have been received and are ready for installation. PM agreed to install if possible. PM

### **VH/156 TO APPROVE THE PURCHASE OF A NEW FRIDGE FREEZER FROM THE OPTIONS CIRCULATED**

It was RESOLVED to approve expenditure of up to £450 on 60/40 Fridge Freezer, to include extended warranty and a good eco rating if possible.

**VH/157 TO DISCUSS AND REVIEW THE PROPOSAL TO PURCHASE A NEW PROJECTOR SCREEN FOR THE SMALL HALL (OF THE SAME BRAND AND STYLE AS THE MAIN HALL) AND AGREE EXPENDITURE**

- It was agreed that the addition of a screen might enhance the earning potential of the small hall as it could be marketed for business meetings.
- The pros and cons of various options – wireless/manual controls, different sizes and formats were discussed and it was agreed that further investigation into the costs is required. Clerk to look into prices and options for 3x2m screen.
- It was noted that proper black out blinds would also be required.

Clerk

**VH/158 TO DISCUSS THE REQUEST FROM COMMUNITY GROUPS TO CREATE A GLASS DISPLAY CASE/MUSEUM AREA IN THE FOYER AND AGREE FOR OFFICERS TO LOOK INTO FEASIBILITY, STYLES AND COST**

- It was acknowledged that an area for display for local groups to display items might be welcome, but it was felt that a cabinet in the foyer could cause access issues given that space was already limited.
- It was noted that given the amount of storage already provided in the Hall, any further addition to fixtures should be carefully considered.
- It was agreed to investigate the possibility of a slimline cabinet and possible locations.

Clerk

**VH/159 TO REVIEW HEATING AND PLUMBING ARRANGEMENTS AT THE HALL AND AGREE NEXT STEPS**

- Recent work to re-attach a radiator in the hallway was carried out in a timely manner but the position next to the table store may need to be reviewed to prevent a similar incident.
- Agreed that during the summer months a full service/review of the heating system should be carried out to look at the position of this radiator, review/reconfigure the heating controls to include a boost button and improve the office radiator. Clerk to make arrangements to book this work in for the end of July-Aug.
- The boiler service would still take place as normal in October

At 7.45pm JP left the meeting due to a prior engagement

**VH/160 TO REVIEW ROUTINE HALL MAINTENANCE SCHEDULE AND ANY EXISTING WORKS IN HAND**

- The issue with Thames Water and the possible leak has not been resolved. Agreed that PM and Clerk would look again at the water meter and if necessary follow up with Thames Water. PM, Clerk
- The handle on the oven door needs replacing. JHu to contact Dave Piercey to arrange regular clean and seek advice about cleaning the extractor fan ducting. Quotes to be obtained from specialist companies if necessary. It was noted that this job was overdue but may be costly due to the size/weight of the ducting. It was agreed that more easily cleaned ducting should also be investigated either with Dave or other companies. JHu Clerk
- Annual Fire Risk Assessment is due this month. JHu to carry out. LA to assist. JHu, LA
- It was reported that the quote for many of the outstanding maintenance issues has still not been received.
- In terms of longer term projects on the list, it was agreed that input from Councillors would be required in order to progress plans such as the installation of solar panels, as proper research will be required. Clerk to follow up with new Councillors as to their interests and possible involvement. Clerk
- It was reported by the Clerk that in terms of possible VH projects, the Council does not have the power to operate electric car charging units.

- PM agreed to take the lead on reviewing storage arrangements in the Large Hall store. PM

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

VH/161 **ITEMS FOR INFORMATION ONLY OR RAISED BY COUNCILLORS FOR THE NEXT MEETING'S AGENDA**

None.

**Section 4 – Closure**

VH/162 **CLOSURE:**  
The meeting closed at 8.20pm there being no other business  
The next meeting to be scheduled

\_\_\_\_\_ Chairman

\_\_\_\_\_ Date