



Pangbourne Parish Council

Village Hall Committee Minutes

At a meeting of the Village Hall Committee held at Pangbourne Village Hall on Wednesday 18th May 2022 commencing at 6.30pm.

Present: I. Walker, P. MacIver, J. Higgs, J. Hughes, A. Huddart
R. Elkin (Clerk), L. Antonio (Assistant Clerk)

Apologies: S. Taylor, C. Williams, J. Palfrey, C. Knight

No MoP were present

ACTION

Section 1 – Procedural

VH/163 **TO APPOINT CHAIRMAN AND VICE CHAIRMAN FOR VILLAGE HALL COMMITTEE**

I. Walker was proposed, seconded and voted as Chairman for the coming year.
A. Huddart was proposed, seconded and voted as Vice Chairman.
Non-Councillor Committee members agreed to sit on the committee for another year.

VH/164 **APOLOGIES FOR ABSENCE**

S. Taylor, C. Williams, C. Knight, J. Palfrey

VH/165 **DECLARATION OF INTERESTS**

None

VH/166 **MINUTES OF THE LAST MEETING**

The minutes of the last meeting held on 16 February 2022 were approved and signed by the Chairman as an accurate record.

VH/167 **OUTSTANDING ACTIONS FROM PREVIOUS MINUTES**

- The two barriers for the car park have been installed. However, they will require reinforcing – ONGOING
- Blinds for both halls and offices to be replaced – see VH/168
- Projector and screen for small hall – Clerk to look into costs and options with view of attracting more business bookings for the hall – ONGOING
- Repair of the footpath – see VH/169
- Review of insulation of pipes – see VH/173
- Water leak investigation. Possibility that linked to the water pressure issue with the boilers which is still being investigated – see VH/173 – ONGOING

IW/PM

- Glass display cabinet in foyer – Clerk and PM met with Nigel Suffield-Jones to discuss the issue. Twinning Association items were added to the display case in the main hall and paperwork from the Association was received for storage. It was noted that as the foyer is an important area for hall users and space is limited, a display cabinet is not a practical option. Agreed that a temporary display of Twinning memorabilia can be offered during the next visit from Houdan residents. PM to convey message to Twinning Association if necessary. PM/Clerk

Section 2 – Decision Making

VH/168 TO REVIEW THE QUOTATION CIRCULATED FOR INSTALLATION OF NEW BLINDS AND TO AGREE ANY ACTIONS TO TAKE THIS FORWARD

Agreed that estimate from Commercial Blinds & Glazing (CB&G) of £2,540+VAT was reasonable and that the option of dual-roller blinds with rear black out blind appears to be a good solution for cinema nights/projector viewing.

Full Council has already approved expenditure of up to £2,500 (from CIL Funding).

Agreed that CB&G should be invited to carry out a site survey in order to confirm costs and decide on colour/fabric options. Asst Clerk

VH/169 TO REVIEW THE QUOTATIONS RECEIVED AND CIRCULATED FOR RE-SURFACING OF THE FOOTPATH BESIDE THE SMALL HALL GARDEN AND AGREE ANY ACTIONS TO TAKE THIS FORWARD

- Agreed that given the difficulties in obtaining multiple quotes, the price received from Pavilion Paving of £6,400 was acceptable and it was noted that the company carried out a good job on the church path.
- JH queried type of brick edging to be used but it was agreed that brick would be more cost-effective than wood.
- IW suggested looking into installing PIR lights along this side of the hall.
- It was noted that the possible removal of the large plane tree next to the path may cause delays to the project as the tree roots run under the path and the tree has a TPO.

RESOLVED to recommend Council approval of CIL expenditure of £6,400 + VAT.

VH/170 TO AGREE SUITABLE DATE FOR HIRE OF SKIP TO ALLOW CLEARING OUT OF STORE ROOMS AND LOCK UP

- Agreed that skip be hired for a day rather than an extended period to avoid fly-tipping, and that an area next to the shed be cordoned off so items can be piled up in advance.
- Asst Clerk to book skip for around the 4 July. Once date confirmed, JHu to send email offering hall user groups the chance to clear out store cupboards.
- JHu to work with Clerk/Asst Clerk to identify items from Council stores for disposal, possibly using a sticker method. Asst Clerk, JHu

VH/171 TO RECEIVE AN UPDATE ON OVEN AND DUCT CLEANING AND AGREE STEPS FOR FUTURE CLEANING

Hob, filters and canopy have now been cleaned. The contractor (Spotless Oven Cleaning) has recommended a 6-month interval for cleaning the filters and hob.

The ducting and external vent have also been cleaned (PHS Interclean) at a cost of £882+VAT. They did not need to install access panels as originally intended. A hygiene certificate for the work has been received. The engineers recommended the ducting should be cleaned annually.

Agreed that a bi-annual clean might be sufficient, but that the level of build-up should be reviewed if possible at the next canopy clean. The possibility of having the access panels installed (cost quoted by PHS was £69) should also be investigated in order to make monitoring the grease levels easier.

Asst Clerk

VH/172 **TO RECEIVE AN UPDATE ON HANGING BASKETS, PLANTING IN VILLAGE HALL GARDEN AND TIME CAPSULE**

6 hanging baskets (5 medium, 1 large) and bedding plants for the garden have been ordered from Glenvale Nurseries. No sponsorship or discount was offered.

Two further brackets to be added and existing brackets to be secured. Outdoor Spaces Warden to help with planting in garden.

Councillors queried who would be responsible for watering the baskets and it was agreed that in light of the one-off nature of the planting, this could be covered by staff.

VH/173 **TO REVIEW HEATING AND PLUMBING AND AGREE ANY NECESSARY STEPS**

IW to carry out a full review of the current heating and plumbing and to research options for updating it, including looking at the possibility of more sustainable energy options. Will report back to VH Committee and Council on progress.

IW

AH and CK have been in discussion with solar panel companies and have upcoming meeting with Spirit Energy to discuss feasibility of solar panels for Village Hall and Pavilion. Initial feedback has been that 8/9 panels could be installed on VH generating a possible 34,000kwh per year.

Clerk queried whether the Council would have the power to 'sell' any surplus back to the grid, and also suggested that worth investigating grants for sustainable energy options.

With regard to the ongoing pressure issue with the main hall boilers, the situation is being monitored and possible sources of a leak are being worked through by Youngs. There is still the possibility of an underground leak which will require pressure testing but other possibilities need to be exhausted first.

VH/174 **TO REVIEW ROUTINE HALL MAINTENANCE SCHEDULE AND ANY EXISTING WORKS IN HAND**

- RESOLVED to approve expenditure of £120 +VAT to repair oven door handle. Asst Clerk
- Piano tuning due this month. If necessary, JHu to seek other options for the job as previous tuner may not still be operating. JHu
- PAT Testing – IW queried whether this was necessary as not a legal requirement. Clerk suggested that given the relatively low cost of the work, it may be appropriate to continue the practice. IW suggested that preferable to have the work carried out by a qualified electrician.

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

VH/175 **ITEMS FOR INFORMATION ONLY OR RAISED BY COUNCILLORS FOR THE NEXT MEETING'S AGENDA**

None

Section 4 – Closure

VH/176 The meeting closed at 7.35pm there being no other business.

The next meeting will be held on Wednesday 29 June 2022.

_____ Chairman

_____ Date