



Pangbourne Parish Council

Village Hall Committee Minutes

At a meeting of the Village Hall Committee held at Pangbourne Village Hall on Tuesday 22 November 2022 commencing at 6.30pm.

Present: I Walker, A Huddart, J Palfrey, J Hughes, S Taylor
R Elkin (Clerk), L Antonio (Asst Clerk)

Apologies: J Higgs, C Williams, P Maclver

No MoP were present

ACTION

Section 1 – Procedural

VH/201 APOLOGIES FOR ABSENCE

J Higgs, C Williams, P Maclver

VH/202 DECLARATION OF INTERESTS

J Palfrey declared an interest as a member of the Parochial Church Council

VH/203 MINUTES OF THE LAST MEETING

The minutes of the last meeting held on 19 October 2022 were approved and signed by the Chairman as an accurate record

VH/204 OUTSTANDING ACTIONS FROM PREVIOUS MINUTES

- **Repair of the footpath** – Tree Works Application for re-surfacing of path has been approved by WBC. Agreed to refer decision to full Council and recommend approval of £2,292+VAT from CIL funding for the work. Although more expensive, the chosen contractor was involved in helping put together the methodology statement for the TW application and so appointing them should help ensure that we comply with the conditions of the WBC Tree Works consent.
- **Village Hall charging** – JH and LA met to discuss charges but were unable to finalise all the details of the charging structure. Agreed to arrange further meeting with IW in December to try to finalise rates. It was noted that Councillors at full Council meeting had stressed the importance of improving income from the hall in light of likely budget pressures in the coming year.
- **Electrical Installation Condition Report** – contractor has now been appointed and three dates agreed in December for carrying out the work
- **Security lighting** at side of hall – will be progressed once EICR completed. IW suggested possibility of installing 2 bulkheads along the fence rather than floodlight on wall. Agreed that he would meet with electrician at hall to discuss options. Asst Clerk to pass on dates of EICR work.

Clerks,
JHu, IW

Asst
Clerk, IW

Section 2 – Decision Making

VH/205

TO CARRY OUT FINAL REVIEW OF 2023/24 HALL BUDGET PRIOR TO SIGN OFF BY FULL COUNCIL

The Committee reviewed the hall budget following budget discussions at the November Council meeting and in light of concerns raised about the proposed increase in the precept. It was agreed that a lot of the proposed VH budget increases are being driven by increases in energy prices and a higher level of maintenance work and it was felt that these factors warranted the sums that have been included. Agreed to stick with the proposed budget of £34,153 and recommend back to Full Council.

VH/206

TO APPROVE EXPENDITURE ON REPLACING FAULTY EMERGENCY LIGHTING

The Committee reviewed a quote for replacing 7 emergency light units. The quote is to replace the internal equipment trays of 6 circular lights and 1 emergency exit sign, which have now been classified as failing following a further CHUBB inspection.

Agreed to approve £973.68 + VAT towards supply and installation of the lights.

VH/207

TO REVIEW HALL MAINTENANCE SCHEDULE AND ANY EXISTING WORKS IN HAND

The Committee reviewed the hall maintenance schedule and discussed various completed or outstanding items:

PAT Testing – JHu to try to agree date with PAT tester for over the Christmas period - not to clash with EICR days. If not possible, then agreed to look for alternative contractor in the new year. **JHu**

Hall Cleaning – new brooms have been purchased for the large and small hall at the request of the hall cleaner. The committee discussed how to encourage regular users to clear up after a booking and the need to remind users of their conditions of booking.

Emergency Exit Doors (large hall and end of corridor) – the doors have now been inspected by a door engineer who considered them to be functional. He made recommendations for preventing further damp ingress into the wood. Asst Clerk to seek advice/costs from handyman to make improvements – rain deflector along lintel and possibly metal plate on lower half. **Asst Clerk**

Grit Bin – Clerk reported that historically this was topped up by WBC, although the Council has often purchased several bags of sand locally. It was agreed that as there was still a reasonable amount in the bin this could be forked over for use this year if needed. **Asst Clerk**

Cigarette Bin – Clerks reported that the existing bin at the front of the hall cannot be emptied as there is no longer a key. The debris in the bin caught fire in the hot weather this summer and has resulted in unsightly stains on the wall. Clerk to purchase a new bin/bins (under £100). It was agreed that the back of the hall might be a good location as this is where smokers tend to congregate. **Clerk**

Hall Carpet (outside main toilets) – carpet is stained and worn and has been on the 'wish-list' for replacement for some time. Asst Clerk to look into costs of new carpet or more robust surface such as carpet tiles/tiles. **Asst Clerk**

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

VH/208

ITEMS FOR INFORMATION ONLY OR RAISED BY COUNCILLORS FOR THE NEXT MEETING'S AGENDA

Solar Panels – AH reported that she has been corresponding with a solar energy provider and has now supplied them with further information about the hall and photographs, but has yet to receive a response. Environmental audit due to take

place in December, so report with recommendations may be available for January meeting.

Hire charges to be discussed/agreed at January meeting

Section 4 – Closure

VH/209 The meeting closed at 7.30 pm there being no other business

The next meeting will be held on **Wednesday 18 January 2023**

_____ Chairman

_____ Date