



# 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 19 October 2022 commencing at 6.30pm.

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

Apologies: S Taylor, C Knight, C Williams, P Maclver

No MoP were present

**ACTION**

### **Section 1 – Procedural**

#### **VH/188 APOLOGIES FOR ABSENCE**

S Taylor, C Knight, C Williams, P Maclver

#### **VH/189 DECLARATION OF INTERESTS**

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

#### **VH/190 MINUTES OF THE LAST MEETING**

The minutes of the last meeting held on 29 June 2022 were approved and signed by the Chairman as an accurate record.

#### **VH/191 OUTSTANDING ACTIONS FROM PREVIOUS MINUTES**

- Repair of the footpath – awaiting outcome of Tree Works Application. This is required as the path falls within the root protection area of the Plane Tree. Should hear from WBC in November – ongoing
- Loss of pressure in main hall boilers – clerks monitoring and heating has been working.
- Water leak under WBC car park – Thames Water attended in September and repaired a leak on the pipe close to the water meter. Not clear yet whether Thames Water will attempt to charge us for the repair but advice from WBC suggests that as leak was within a metre of the meter, we will not be liable for the cost.
- New Jubilee bench was installed in garden in Aug above time capsule slab.
- Solar panels – AH has been in touch with Megan Dalgarno at WBC to ask for guidance - see item VH/197

**Clerks**

### **Section 2 – Decision Making**

#### **VH/192 TO REVIEW THE PROPOSED DRAFT BUDGET FOR THE HALL COMMITTEE FOR 2023/24 AND AGREE A RECOMMENDATION TO TAKE TO FULL COUNCIL**

The Committee discussed the proposed budget. There were concerns about whether the amount budgeted for gas and electricity was sufficient given the increases being made by suppliers on domestic bills. A recommendation was made to Full Council as appended to these minutes.

**VH/193 TO REVIEW AND AGREE CIL/EMR PROJECT EXPENDITURE FOR 2023/24**

It was agreed that any energy efficiency projects, such as installing solar panels, should be based on the outcome of the environmental audit (see item VH/197) which is due to take place in December. It was agreed that other sources of funding for these projects should be explored rather than relying solely on CIL funding.

Replacing the gas boilers was not felt to be a priority for the year, given that they now appear to be functioning. The audit should hopefully help highlight possible changes to the heating system.

The path project is still required and the costs will become clearer following the outcome of the planning application to WBC. The application has been made on the basis of re-surfacing the path with tarmac at a cost of £2,292.

A quote has been obtained for replacing the emergency exit doors as the doors in the main hall are showing signs of deterioration. However, given the cost and the fact that the problems appear to be mainly cosmetic, it was agreed that the options for repairing the existing doors should be explored first.

Asst Clerk

There was a discussion on whether to look at upgrading the projector.

**VH/194 TO REVIEW PROPOSAL FOR REVISING HALL HIRE CHARGES AND AGREE NEXT STEPS**

The Committee reviewed the proposed new schedule of charges and the suggested new categories. It was agreed that given the complexities a working group should meet separately to develop the proposals further and to iron out of the issues with regular hirers. Asst Clerk to report back at the next meeting.

Asst Clerk

**VH/195 TO APPROVE EXPENDITURE FOR INSTALLATION OF SECURITY LIGHT/S AT SIDE OF HALL**

The Committee had previously agreed on the need to add LED sensor floodlights on the external side wall to match the existing lights at the rear of the hall. This will hopefully improve safety for pedestrians using the side path in low light. Three contractors had been approached and the Committee reviewed the two quotes received.

**It was agreed to approve expenditure of £215+VAT for installation of a 30W sensor floodlight**

**VH/196 TO APPROVE EXPENDITURE FOR ELECTRICAL INSTALLATION CONDITION REPORT**

The EICR is due to be carried out in December (required every 5 years). The Committee reviewed the three quotes that had been received for the work. There has been some question over our insurance requirements relating to qualifications and registrations of electricians carrying out this inspection. In light of this and the difference in prices received, it was **agreed to delegate the decision on which firm to select to IW and Clerk.**

IW, Clerk

**Agreed to approve expenditure of up to £860+VAT on EICR dependent on final choice of contractor**

**VH/197 TO RECEIVE UPDATE ON ENERGY EFFICIENCY IMPROVEMENTS AND ENVIRONMENTAL AUDIT**

AH and Clerk reported that Connecting Communities in Berkshire has received lottery funding to assist Village Halls with carrying out Environmental Audits. Kate Meads, their Buildings Adviser will visit the hall on 13<sup>th</sup> December to carry out an audit of the hall and provide a report with recommendations. RE and LA have also attended a CCB training course on the benefits of carrying out an audit and developing an environmental policy. LA has received a quote for upgrading insulation in the areas above the toilets and corridor, which can be fed into the audit.

**VH/198**    **TO REVIEW HALL MAINTENANCE SCHEDULE AND ANY EXISTING WORKS IN HAND**

- Moss removal from roof has been completed and new, deeper gutters installed at side and rear of hall
- Urn de-scaler has been checked and will be re-checked in 6 months
- PAT Testing – JP (church) has still not managed to find suitable time with Andrew Sumner. Asst Clerk to investigate other possible options Asst Clerk
- Lagging on pipes above toilets has been inspected by Steve Whale and reported to be sufficient
- Flat Roof inspection due in September but agreed that as the roofing contractors had not identified any issues while doing their moss removal, a further inspection would not be required this year
- Asst Clerk awaiting revised quote for replacement emergency lights from CHUBB Asst Clerk
- Fire Extinguisher Inspection was carried out by CHUBB in July
- Upstairs boiler has been serviced and service not required for the main hall boilers as they have received a lot of maintenance this year already.
- Gas safety inspection has been carried out and certificate issued
- New blinds were installed in July
- New, smaller barrier has been installed at rear of hall to replace existing broken rails
- Two corner barriers have now been more securely bolted down

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

**VH/199**    **ITEMS FOR INFORMATION ONLY OR RAISED BY COUNCILLORS FOR THE NEXT MEETING'S AGENDA**

IW requested that further proposals for hire charges be on the agenda for decision at the next meeting if possible

JH will not be able to attend the next meeting

**Section 4 – Closure**

**VH/200**    The meeting closed at 7.38 pm there being no other business

The next meeting will be held on Wednesday 16 November 2022

\_\_\_\_\_ Chairman

\_\_\_\_\_ Date