



Pangbourne Parish Council

Village Hall Committee Minutes

At a meeting of the Village Hall Committee held at Pangbourne Village Hall on **Wednesday 19 April 2023** commencing at 6.30pm.

Present: I. Walker, P. MacIver, J. Higgs, J. Hughes C. Williams, J. Palfrey (in attendance until 7pm)
R. Elkin (Clerk),

Apologies: A. Huddart,

No MoP were present

ACTION

Section 1 – Procedural

VH/219 APOLOGIES FOR ABSENCE

A. Huddart, J. Palfrey apologised that she had to leave at 7pm to attend another meeting

VH/220 DECLARATION OF INTERESTS

None

VH/221 MINUTES OF THE LAST MEETING

The minutes of the last meeting held on 18th January 2023 were approved and signed by the Chairman as an accurate record

VH/222 OUTSTANDING ACTIONS FROM PREVIOUS MINUTES

- **Plane Tree** – resistograph testing has been completed and two quotations have been sought for the works – on agenda to approve Clerk
- **Electrical Installation Condition Report** – EICR inspection report on agenda for discussion Asst Clerk
- **Security light** at side of hall – awaiting date from contractor, and could be tied in with ECIR remedial work Asst Clerk
- **Emergency Lights** – see if work can be planned as part of EICR works Clerk

ACTIONS COMPLETED

- **Repair of the footpath** – This is now completed and looks great and should be a safer, more even path
- **Village Hall hire charges** – These have been implemented from 1/4/23

Section 2 – Decision Making

VH/223 TO RECEIVE AN UPDATE ON CHANGES TO HALL HIRE FEES

- The new hire charges are now active and all hirers have been given advance notice.
- There has been some return correspondence with groups regarding the charges, however the increases are necessary and proportionate in order that the hall can continue to operate especially in light of current inflationary pressures, particularly to energy costs and contractors. There have been no increases at all since well before

the pandemic in 2018. It is intended that small annual increases will be implemented going forwards.

- It was further agreed that it should be arranged to meet with the Village Hall Market to discuss hire charges as it was noted that the market had seemed unusually quiet of late to both stall holders and visitors. It was agreed to identify whether the hall could offer support if required.

VH/224 TO APPROVE EXPENDITURE ON REPLACEMENT BOLLARD AT CAR PARK ENTRANCE

- The recently serviced bollards at the entrance to the hall car park, as well as the even more recently installed barrier by the rear doors to the main hall, have both suffered damage from vehicles. Disappointingly neither of these have been reported at the time of the incidents.
- Discussion took place regarding whether there needed to be remedial work to repair. Both were initially identified as safe and it was agreed that repairs would be cosmetic. It was agreed that the Chairman and Officers would look more closely at the barriers and bollards after the meeting and agree a course of action, however unless they were found to be unsafe it was felt that expenditure would be unnecessary and the issue was very likely to occur again.
- Further discussion took place regarding the requirement for and use of the barriers as they are rarely lifted due to the car park being used by so many different groups at all hours and it is virtually impossible to restrict use of the car park to hirers only without significant time being invested by staff and Councillors on a regular basis.
- It was agreed that a more effective way to control the car park might be with better signage and maybe even a simple CCTV style deterrent . Officers to look into this. Although it was agreed that this would not in itself stop unauthorised parking, it was accepted that the current signage is not clear or effective enough and should be improved.
- **It was RESOLVED not to make expenditure at this time and to investigate better signage**

Officers

VH/225 TO APPROVE EXPENDITURE ON CROWN REDUCTION WORK TO PLANE TREE

- Quotations have now been received from two tree surgeons and following discussions, **it was RESOLVED TO APPROVE acceptance of the quotation from Ringrose Trees** as both the lower of the quotes and as the company had undertaken the original testing of the tree as part of the TPO application. Officers to action the works.

Officers

VH/226 TO REVIEW 5-YEAR ELECTRICAL INSPECTION REPORT, RECEIVE UPDATE ON REQUIRED WORK AND APPROVE EXPENDITURE ON ANY ADDITIONAL WORK

- The EICR report was previously shared with committee members (as appended to these minutes) and two separate recommendations of work have been produced from the report.
- The first was for essential works which were identified as needing to be done as a priority and the second was identified as works that were strongly recommended to be undertaken.
- Following discussion , **it was RESOLVED to approve both sets of works** at £611.45 and £645.00 which will be actioned by Officers.

Officers

VH/227 TO REVIEW FIRE ALARM AND EMERGENCY LIGHTS INSPECTION REPORT AND APPROVE EXPENDITURE ON REMEDIAL WORK

- As the committee were still awaiting full quotations, this agenda item was deferred to a later meeting

VH/228 TO REVIEW HALL MAINTENANCE SCHEDULE AND ANY EXISTING WORKS IN HAND

Portable Appliance Testing – this has been completed for the year. It was noted that this appears twice on the maintenance schedule and it was agreed to remove the entry for January and keep it in April.

Emergency Exit Doors in main hall – works to these have now been completed. TBC investigate a possible canopy over the doors.

Piano Tuning is due in May. JHu to arrange

Oven Cleaning -is due in May LA to arrange

Risk Assessment and Inventory – JHu and LA to meet to complete

Grit Bin – getting low. Clerk to order/purchase bags to re-fill. IW brought a sample of recommended white grit salt that would create less mess in entrance foyer/entrance mat.

Hall Carpet (outside main toilets) – Asst Clerk to look into costs of new carpet or more robust surface such as carpet tiles/tiles.

Gutter Cleaning – It was agreed to move the timetabling of the annual gutter clean from Nov to Dec due to later leaf drop and remove the Feb clean from the schedule. Asst Clerk to look at a remedial clean for this year.

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

VH/229

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

- The issue of a separate key safe and access arrangements for the small hall was raised due to a mix up between hirers at a recent booking. It was agreed to look into this further and identify the pros and cons. In the first instance it was agreed that existing key holders should be provided with a copy of the key for the small hall.

Section 4 – Closure

VH/230

The meeting closed at 7.40pm there being no other business

The next meeting will be held on 7th June 2023

_____ Chairman

_____ Date