



# 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 18 January 2023** commencing at 6.30pm.

Present: I. Walker, P. Maclver, J. Higgs, J. Hughes  
R. Elkin (Clerk), L. Antonio (Asst Clerk)  
Apologies: C. Williams, A. Huddart, S. Taylor, J. Palfrey

No MoP were present

### ACTION

#### Section 1 – Procedural

#### VH/210 APOLOGIES FOR ABSENCE

C. Williams, A. Huddart, S. Taylor, J. Palfrey

#### VH/211 DECLARATION OF INTERESTS

None

#### VH/212 MINUTES OF THE LAST MEETING

The minutes of the last meeting held on 22 November 2022 were approved and signed by the Chairman as an accurate record.

#### VH/213 OUTSTANDING ACTIONS FROM PREVIOUS MINUTES

- **Repair of the footpath** – Scheduled for January but is dependent on contractor availability.
- **Plane Tree** – resistograph testing has been completed and tree found to be sound – awaiting full report. Contractor has recommended a 25% reduction instead of the 20% approved by WBC Tree Officer. Clerk to liaise with Tree Officer and speak to Elephant about access and clearing their side of the tree.
- **Village Hall hire charges** – on agenda
- **Electrical Installation Condition Report** – inspection was completed in December. Awaiting full report and list of recommended remedial work.
- **Security light** at side of hall – awaiting date from contractor – will probably be March and could be tied in with EICR remedial work.
- **Emergency Lights** – CHUBB have replaced the 7 faulty emergency lights and have now identified 6 more lights that require attention and have quoted for replacing them. Agreed to await EICR and quote from electrician as a comparison.
- **Cigarette Bins** – 2 new bins have now been installed.

Clerk

Asst Clerk

Clerk

## **Section 2 – Decision Making**

### **VH/214 TO CONSIDER AND APPROVE NEW HALL HIRE CHARGES**

The Clerk provided an update on the work carried out to review existing charges. It was acknowledged that the proposed new charges will result in a significant percentage increase for some groups but as fees have remained the same since 2018, and in light of the increases in hall running costs, the Committee agreed to the changes as proposed. Changes to be implemented for bookings from April 2023. Regular hirers will be informed of the new charges in writing and the Committee will now aim to review the rates each year.

The Committee briefly discussed the hiring of car parking spaces and pressures on hall user parking. The Clerk reported that the hire represents a significant contribution to hall income and that hirers were asked to keep to the spaces at the side of the hall.

**RESOLVED to approve revised hall hire charges as proposed.**

### **VH/215 TO REVIEW CBAS ENVIRONMENTAL AUDIT AND AGREE NEXT STEPS**

The Committee reviewed the results of the environmental audit report from CBAS (Community Buildings Advice Service) as circulated. Asst Clerk reported that the next step is to produce a plan to identify any actions. A plan template has been provided by CBAS and the final version will be shared with them.

The Committee reviewed the recommendations and agreed to focus on the following actions:

- Encourage hall hirers (through signage and possible additions to hire agreement) to close windows and doors and switch off lights
- Get quotes for replacing or improving the insulation strips on foyer doors and fire exit door in main hall
- Continue to investigate upgrading roof insulation (taking into account water pipes that may be located in the space)
- Asst Clerk to audit lights with a view to creating a phased timetable for replacing the remaining halogen with LED
- To get quote for replacing older strip lights with LED tubes – as advised by CBAS, this could form the basis of a possible application for funding from the Rural Prosperity Fund
- Continue to investigate possible improvements to existing heating system and options for energy generation including solar panels
- Investigate curtain heater for front door

Asst Clerk

### **VH/216 TO REVIEW HALL MAINTENANCE SCHEDULE AND ANY EXISTING WORKS IN HAND**

**Portable Appliance Testing** – quote of £75 received from a local contractor. Agreed that given the relatively low sum involved, the testing should go ahead.

**RESOLVED to approve expenditure of £75+VAT on testing**

**Emergency Exit Doors** in main hall – have received 2 quotes from handyman for fitting metal plate on outside of doors to prevent further deterioration and a rain diverter above the doors. Asst Clerk to check whether quote includes installation and to ask about possibility of including a canopy over the door.

Asst Clerk

**RESOLVED to approve expenditure of £975 (exc VAT - contractor not VAT registered) on work to doors**

**Grit Bin** – getting low. Clerk to order/purchase bags to re-fill. IW 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. **Asst Clerk**

**First Aid Boxes** – JHu to carry out check this month. Clerk reported that there is now an additional first aid kit in the parish office for use in events such as Remembrance Day.

**Gutter Cleaning** – Asst Clerk to investigate companies that could provide ‘vacuum cleaning’ of the gutters. **Asst Clerk**

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

VH/217 **ITEMS FOR INFORMATION ONLY OR RAISED BY COUNCILLORS FOR THE NEXT MEETING’S AGENDA**

None

### **Section 4 – Closure**

VH/218 The meeting closed at 7.47pm there being no other business.

The next meeting will be held on **Wednesday 15 March 2023**

\_\_\_\_\_ Chairman

\_\_\_\_\_ Date