

PANGBOURNE PARISH COUNCIL

VILLAGE HALL COMMITTEE MINUTES

At a meeting of the Village Hall Committee held at Pangbourne Village Hall on **Wednesday 7 June** **2023** commencing at 6.30pm.

Present: I. Walker, J. Higgs, J. Hughes, C. Williams, J. Palfrey (for part),
R. Elkin (Clerk), L. Antonio (Asst Clerk)

Apologies: A. Huddart

No MoP were present

# Section 1 – Procedural

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|  |  | **ACTION** |
| **VH/231** | **TO APPOINT CHAIRMAN AND VICE CHAIRMAN FOR VILLAGE HALL COMMITTEE** |  |
|  | I. Walker was proposed, seconded and voted as Chairman for the coming year. J. Higgs was proposed, seconded and voted as Vice Chairman.Non-Councillor Committee members agreed to sit on the committee for another year. |  |
| **VH/232** | **APOLOGIES FOR ABSENCE** |  |
|  | A. Huddart. J. Palfrey was in attendance for part of the meeting due to another commitment. |  |
| **VH/233** | **DECLARATION OF INTERESTS** |  |
|  | None. |  |
| **VH/234** | **MINUTES OF THE LAST MEETING** |  |
|  | The minutes of the last meeting held on 19 April 2023 were approved and signed by the Chairman as an accurate record. |  |
| **VH/235** | **OUTSTANDING ACTIONS FROM PREVIOUS MINUTES** |  |
|  | * **Security light** at side of hall – awaiting date from contractor
 | **Asst Clerk** |
|  | * **Emergency Lights** – on agenda
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|  | * **Piano Tuning** – JHu working on arranging a date
 | **JHu** |
|  | * **Urn de-scale** – JHu to chase
 | **JHu** |
|  | * **Car Park Signage** – Ongoing
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|  | **ACTIONS COMPLETED*** **Plane Tree** – height reduction work was successfully completed on 30 May
* **Annual Inventory and Risk Assessment** – completed
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# Section 2 – Decision Making

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|  |  | **ACTION** |
| **VH/236** | **TO REVIEW QUOTE FOR EMERGENCY LIGHTING AND FIRE ALARM SYSTEM REMEDIAL WORK AND APPROVE ANY EXPENDITURE** |  |
|  | Asst Clerk reported that the Fire Alarm and Emergency Light inspection contract is now with RES. First inspections took place in April and their report recommends the following remedial works:* Replacement of smoke and heat detectors as over ten years old
* Replace x 12 failed emergency lights
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|  | A further set of works were suggested as ‘advised’, including additional detection points, a call point in kitchen and additional emergency lights. It was agreed that these works may not be essential at this point given the limited use of some of the areas included but that it would be beneficial for officers to look at updating our fire risk assessment to ascertain whether we are still meeting all necessary fire safety requirements. Asst Clerk to investigate costs of independent fire risk assessment.**Resolved to approve £2,048.51 + VAT towards the costs of remedial fire safety work as recommended in RES report.** | **Asst Clerk** |
| **VH/237** | **TO CONSIDER REQUEST TO INSTALL GRAB RAILS IN SMALL HALL TOILET** |  |
|  | A request had been received from a hall user (who uses a mobility scooter) for grab rails to be added to a toilet next to the Small Hall, as negotiating the doors to get to the accessible toilet outside the main hall is difficult.The Committee agreed that further investigation might be needed to ascertain what grab rails were suitable. JHu was concerned that a hinged handle might be dangerous in the baby change toilet. |  |
|  | Asst Clerk to speak to hall user about exact requirements and seek advice from CCB about correct provision. | **Asst Clerk** |
| **VH/238** | **TO REVIEW HALL MAINTENANCE SCHEDULE AND ANY EXISTING WORKS IN HAND** |  |
|  | **Canopy over rear exit door** – Asst Clerk reported thatthe cost for a polycarbonate canopy would be in the region of £110.00 and installation would be approx £120.00. More robust models (wooden or metal) would be a lot more expensive. Given the recent work to reinforce the doors, it was decided that the canopy would be an unnecessary expense at this point.**Gutter Cleaning** – interim gutter clean carried out on 6 June. Further clean will be booked for December, after which it will be an annual visit.**Annual Maintenance check** – Asst Clerk to organise walk around with IW and JH for a suitable date in July.**Energy Saving measures** – Asst Clerk has been working on gathering quotes for insulation and replacement LED bulbs. Now have good understanding of requirements for insulation and some quotes. Will continue to gather package of costs which hopefully can be used as basis of application to WBC Rural England Prosperity Fund if/when it opens. |  |

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

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| **VH/239** | **ITEMS FOR INFORMATION ONLY OR RAISED BY COUNCILLORS FOR THE NEXT MEETING’S AGENDA** |  |
|  | * Terms and Conditions for Hall Hirers.
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# Section 4 – Closure

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| **VH/240** | The meeting closed at 7.30pm there being no other business.It was agreed that the next meeting will be moved to 12 July 2023. |  |

 Chairman

 Date