

PANGBOURNE PARISH COUNCIL

VILLAGE HALL COMMITTEE MINUTES

At a meeting of the Village Hall Committee held at Pangbourne Village Hall on **Wednesday 20 March** **2024** commencing at 6.30pm.

Present: I. Walker, J. Higgs, C. Ellis  
L. Antonio (Asst Clerk), F. House (Hall Booking Clerk)

Apologies: C. Williams, J. Palfrey

MoP: None

# Section 1 – Procedural

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|  |  | **Action** |
| **VH/278** | **APOLOGIES FOR ABSENCE** |  |
|  | C. Williams, J. Palfrey |  |
| **VH/279** | **DECLARATION OF INTERESTS** |  |
|  | None. |  |
| **VH/280** | **MINUTES OF THE LAST MEETING** |  |
|  | The minutes of the last meeting held on 17 January 2024 were approved and signed by the Chairman as an accurate record. |  |
| **VH/281** | **OUTSTANDING ACTIONS FROM PREVIOUS MINUTES**  None. |  |
|  | **ACTIONS COMPLETED**   * Fire Risk Assessment inspection * Replacement toilet seats x 3 installed * Main Hall radiator repaired * Clock inspection/service |  |

# Section 2 – Decision Making

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|  |  | **Action** |
| **VH/282** | **TO REVIEW QUOTES FOR VILLAGE HALL CLOCK AND CLOCK TOWER REPAIRS AND AGREE NEXT STEPS**  Asst Clerk reported that an inspection of the clock has found that the drive unit behind the dial has failed and will need to be replaced if the clock is to function again. Also, the cupola louvres (LHS of the cupola) are severely rotten and will need to be replaced and the whole structure needs to be stripped back and repainted. The clock repair company has quoted £3,850+VAT to carry out this work.  Given the amount, a comparative quote for the cupola work was sought from a local builder. Their quote for the cupola repairs alone was £3,820+VAT.  The Committee noted that there is an historic agreement with the Parish church that the Council keep the clock in working order. Replacing the cupola structure in a maintenance free material, or removing it completely, is likely to be equally as costly and doing nothing will mean the structure disintegrates further.  The Committee agreed that given that the work will deplete the VH maintenance budget for 2024/25, the money will need to be found from elsewhere - either grant funding or savings from other aspects of the budget. It was felt that given the sum involved and the possible impact on the budget, the decision should be deferred to the next full council meeting.  **RESOLVED TO DEFER decision on expenditure to full Council** |  |
| **VH/283** | **TO REVIEW RECOMMENDATIONS FROM FIRE RISK ASSESSMENT AND AGREE NEXT STEPS**  Asst Clerk provided an update on the recommendations for fire safety installations at the hall, following the RES inspection in December (discussed at January VH meeting) and the recent Fire Risk Assessment by Safe I.S.  A quote of £3,127.01 has been received from RES for the list of improvements that they recommended (see January minutes).  The Fire Risk Assessment report has confirmed that these works are advisable and they also made the following recommendations:   * Advised against the use of portable electrical heaters in offices. Should ideally be portable oil heaters which if left on are less likely to ignite. * More regular cleaning/maintenance schedule for oven ducting in kitchen. * Procedures for and checks on ‘hotworks’ in kitchen. * Fire breaches and pipe penetration within the electrical cupboard – gap at the top of the cupboard should be properly enclosed. * Advised that a survey of fire doors be carried out by a suitably qualified company to check all are compliant. It was noted that the one between the main hall and RH corridor does not close and door to small hall storage room and door between the small and big hall are not the correct thickness. * The emergency lights ‘flick’ testing circuit is not functioning so the monthly emergency light test is not being carried out. * Staff should be trained in how to use fire extinguishers and in other fire warden responsibilities. * Need to update hall fire safety plans showing exit routes, call points etc.   The Committee felt that given the importance of ensuring that the hall is compliant to a high standard and the costs involved, quotes should be obtained for the additional works and approval for the expenditure should be made by full Council.  **RESOLVED TO DEFER decision on expenditure to full Council** |  |
| **VH/284** | **TO CONSIDER ADDITION OF KEY BOXES AND APPROVE EXPENDITURE**  The Committee discussed the proposal to install a number of additional key safes. It was agreed that a key safe should be installed in the main hall store room to allow hirers to access keys for the microphones and screen. It was felt that a separate key box for the small hall entrance could lead to the door being left unlocked and that users should continue to use the main entrance. It was suggested that a self-locking fire door would be preferable.  **Agreed to approve expenditure of £54.92+VAT towards cost of additional key safe** |  |
| **VH/285** | **TO RECEIVE UPDATE ON WBC VILLAGE HALLS AND COMMUNITY BUILDINGS GRANT SCHEME FOR ENERGY SAVING IMPROVEMENTS AND AGREE DETAILS FOR POSSIBLE APPLICATION**  Asst Clerk reported that WBC’s grant scheme for energy saving improvements is due to open soon. The Committee agreed that an application should be submitted focussing on replacing lights with LED alternatives with the costs of additional insulation also being included should the level of grant available allow.  **Resolved to agree to submit grant application once programme is open focussing on installing LED lighting** |  |
| **VH/286** | TO REVIEW HALL MAINTENANCE SCHEDULE AND ANY EXISTING WORKS IN HAND |  |
|  | The maintenance schedule was reviewed. |  |

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

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|  |  | **Action** |
| **VH/287** | TO RECEIVE AN UPDATE FROM COUNCILLORS ON ANY WORKING GROUPS OR OUTSTANDING ACTIONS  The Committee welcomed Felipa House, who has recently started as the new booking clerk for the hall. |  |
| **VH/288** | **ITEMS FOR INFORMATION ONLY OR RAISED BY COUNCILLORS FOR THE NEXT MEETING’S AGENDA** |  |
|  | None. |  |

# Section 4 – Closure

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|  |  | **Action** |
| **VH/289** | The meeting closed at 7.10pm there being no other business.  The next meeting is scheduled for 22 May 2024. |  |

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