

PANGBOURNE PARISH COUNCIL

GROUNDS COMMITTEE MINUTES

At a meeting of the Village Hall Committee held at Pangbourne Village Hall on **Tuesday 17 October** **2023** commencing at 6.30pm.

Present: J. Higgs, N. Goodwin, I. Walker, J. Palfrey  
R. Elkin (Clerk),

Apologies: C. Williams J. Hughes A. Huddart, G. Child, L. Antonio (Asst Clerk)

M.O.P: None

# Section 1 – Procedural

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|  |  | **ACTION** |
| **VH/250** | **APOLOGIES FOR ABSENCE** |  |
|  | C. Williams, J. Hughes, A. Huddart, G. Child |  |
| **VH/251** | **DECLARATION OF INTERESTS** |  |
|  | JP is a member of the PCC |  |
| **VH/252** | **MINUTES OF THE LAST MEETING** |  |
|  | The minutes of the last meeting held on 9 July 2023 were approved and signed by the Vice-Chairman as an accurate record. |  |
| **VH/253** | **OUTSTANDING ACTIONS FROM PREVIOUS MINUTES** |  |
|  | * **Security light** and extractor fans – contractor booked in * **Car Park Signage** – Ongoing | **Asst Clerk** |
|  | **ACTIONS COMPLETED**   * **Replacement Emergency Lights and Smoke Detectors** – complete * **Grab Rails** – fitted – complete |  |

# Section 2 – Decision Making

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|  |  | **ACTION** |
| **VH/254** | **TO REVIEW THE PROPOSED DRAFT BUDGET FOR THE HALL FOR 2024/25 AND AGREE A RECOMMENDATION TO TAKE TO FULL COUNCIL** |  |
|  | * The Clerk presented the first draft version of the budget for 2024-25 for the Village Hall Committee. * Budget headers are broadly in line with previous years and allow for continued high utility costs into the coming year. * Discussion took place regarding what rate of inflation to use for the year and it was agreed that an estimate based on the current rate of inflation at 6.7% appeared a reasonable assumption. * It was therefore **RESOLVED** to recommend to full council a first draft budget of £29,446.48 for 2024/25. |  |
| **VH/255** | **TO REVIEW AND AGREE CIL/EMR PROJECT EXPENDITURE FOR 2024/25** |  |
|  | * Budgets will be tight for the coming year and there is only a small pot of CIL monies currently, so projects will need to be prioritised. * It was generally agreed that in the short term any projects should focus on relatively small scale works such as heat efficiencies (insulation around doors windows and attic spaces) and air flow systems, already identified building repairs (roof vent/pot) and improvements such as sound proofing the door between the two halls/looking at isolating the two rooms (possible locking if not a fire escape route). * In the medium term, there should be a project to “understand the building better” with the focus this year being given to consultation with relevant contractors to get a clearer picture of where improvements could be made. Further work on the building inventory, capturing the age/condition of equipment and recording of maintenance manuals would also be useful. * In the longer term, investigatory work to look at either filling in or renewing/replacing the skylights in the lobby could be undertaken. |  |
| **VH/256** | **TO REVIEW HALL MAINTENANCE SCHEDULE AND ANY EXISTING WORKS IN HAND** |  |
|  | * Gutter cleaning to be booked in for December. |  |

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

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| **VH/257** | **ITEMS FOR INFORMATION ONLY OR RAISED BY COUNCILLORS FOR THE NEXT MEETING’S AGENDA** |  |
|  | None |  |

# Section 4 – Closure

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| **VH/258** | The meeting closed at 7.27pm there being no other business.  The next meeting is scheduled for 22 Nov 2023. |  |

Chairman

Date