

PANGBOURNE PARISH COUNCIL

VILLAGE HALL COMMITTEE MINUTES

At a meeting of the Village Hall Committee held at Pangbourne Village Hall on **Wednesday 22 May** **2024** commencing at 6.30pm.

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

Apologies: None

Not present: M. Rimmer, C. Ellis

M.O.P: None

# Section 1 – Procedural

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|  |  | **Action** |
| **VH/290** | **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. |  |
| **VH/291** | **APOLOGIES FOR ABSENCE** |  |
|  | None |  |
| **VH/292** | **DECLARATION OF INTERESTS** |  |
|  | J. Palfrey is member of the PCC |  |
| **VH/293** | **MINUTES OF THE LAST MEETING** |  |
|  | The minutes of the last meeting held on 20 March 2024 were approved and signed by the Chairman as an accurate record. |  |
| **VH/294** | **OUTSTANDING ACTIONS FROM PREVIOUS MINUTES** |  |
|  | **ACTIONS COMPLETED**  Further quotes for work to the clock and cupola have been received. Asst Clerk has been unable to find any evidence of a requirement to maintain a clock. The Council has been approached by the Masonic Lodge with a possible offer of a grant towards the repair works. It was agreed that, in light of budget constraints, this and other options for fundraising should be explored. Asst Clerk to proceed with funding applications. | **Asst Clerk** |

# Section 2 – Decision Making

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|  |  | **Action** |
| **VH/295** | **TO REVIEW COSTS OF FIRE SAFETY IMPROVEMENTS AND AGREE PROGRAMME OF WORK AND EXPENDITURE FOR 2024/25**  The Committee reviewed the proposed schedule for improvements to fire safety equipment at the Hall. The proposal involves carrying out essential works this year and phasing other recommended improvements over the next couple of years. The Committee agreed that although training for staff was important, in light of budget constraints, it was acceptable to wait till later in the financial year before booking any training in order to monitor budget levels and allow time to explore tying in with fire training for the Pavilion, which may also be necessary.  It was agreed that as the ducting in the kitchen had not been cleaned since May 2022, a further clean should be scheduled and an access panel should be fitted between canopy and fan to allow for inspections and easier access.  **AGREED to approve expenditure of up to £1,775 towards fire safety improvements for 2024/25. Expenditure on training to be reviewed later in the financial year.** |  |
| **VH/296** | **TO CONSIDER ADDITION OF KEY BOX FOR ONE-OFF HIRE AND APPROVE EXPENDITURE IF AGREED**  Booking Clerk reported that we are increasingly having more than one booking in the hall at a time and if one hirer has already picked up the key from the launderette, there is then no key available for the second hirer. Also, there are more bookings from hirers who are not local and so picking the key up on a Friday for a Saturday pm or Sunday event is not always practical. The proposal is to place a second key box at the entrance to the hall that would be used for one-off hirers. The code for the box would be changed regularly. Regular users would continue to use the existing key box.  The Committee agreed that this was a necessary step and approved the expenditure.  **AGREED to approve expenditure of £69.95+VAT for a second key box** |  |

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

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|  |  | **Action** |
| **VH/297** | TO RECEIVE AN UPDATE FROM COUNCILLORS ON ANY WORKING GROUPS OR OUTSTANDING ACTIONS  FH provided the Committee with an update on recent hall bookings and hires. She will shortly be circulating a user survey to regular hirers to ask for feedback.  Asst Clerk updated Committee on regular maintenance jobs:   * Portable Appliance Testing has been completed. * Oven and extractor hood has been cleaned. * Piano tuning due in June but it was agreed that as the piano is not often used, this could move to every 2 years so will not be required this year. * Asst Clerk to investigate changing cartridge on urn rather than paying plumber. * Replacement bollard in car park being installed on 30 May. |  |
| **VH/298** | **ITEMS FOR INFORMATION ONLY OR RAISED BY COUNCILLORS FOR THE NEXT MEETING’S AGENDA** |  |
|  | None |  |

# Section 4 – Closure

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|  |  | **Action** |
| **VH/299** | The meeting closed at 7.10pm there being no other business.  The next meeting is scheduled for 17 July 2024. |  |

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