



PANGBOURNE PARISH COUNCIL VILLAGE HALL COMMITTEE MINUTES

At a meeting of the Village Hall Committee held at Pangbourne Village Hall on **Wednesday 19 March 2025** commencing at 6.30pm.

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

Apologies: C. Ellis, C. Williams

Not present: M. Rimmer

M.O.P: None

Section 1 – Procedural

Action

VH/323 **APOLOGIES FOR ABSENCE**

C. Williams, C. Ellis

VH/324 **DECLARATION OF INTERESTS**

J. Palfrey is a member of the PCC

VH/325 **MINUTES OF THE LAST MEETING**

The minutes of the last meeting held on 15 January 2025 were approved and signed by the Chairman as an accurate record.

VH/326 **OUTSTANDING ACTIONS FROM PREVIOUS MINUTES**

Clock refurbishment

Asst Clerk reported that the recent Members Bid funding application submitted by Councillor Matt Shakespeare was unsuccessful. The fundraising total on the Good Exchange funding portal currently stands at £1,518.75, leaving a shortfall of £2,331.25. The Committee agreed that as we had exhausted all options for fundraising, the full sum would now need to be found from the 25/26 Village Hall budget, in order to prevent the clock tower from deteriorating further over next winter and to ensure that the Greenham Trust grant and donations are not lost.

RESOLVED to approve £2,331.25 towards costs of clock refurbishment works.

Section 2 – Decision Making

Action

VH/327 **TO RECEIVE REPORT ON ROYAL BERKSHIRE FIRE SERVICE FIRE RISK TRAINING**

Asst Clerk provided feedback on a recent training course run by the Royal Berkshire Fire & Rescue Service on Fire Safety in Village Halls.

VH/328

TO CONSIDER QUOTE FOR WORK TO FIRE DOORS AND RECOMMENDATIONS FOR FIRE DETECTION IMPROVEMENTS AND CONSIDER PROGRAMME OF WORKS

The Committee reviewed the list of fire safety improvements (fire detection and emergency lighting) recommended by RES and the associated costs and the quote from Abbeygate for remedial work to fire doors. The Abbeygate quote of £16,932 plus VAT includes the cost of 9 new doors of which the majority will need to be bespoke/made to measure.

Given the amounts of money involved, Asst Clerk had circulated a draft programme of works split over 3 years in order to spread the cost.

The Committee agreed that the fire door between the main hall and table store was the most in need of attention and should be replaced as soon as possible (2025/26). Given the sums of money involved, the Committee agreed to refer the remainder of the expenditure to Full Council as it may require drawing on other budgets outside of Village Hall Maintenance.

They also agreed that RES should be instructed to add a call point in the kitchen and a smoke detector in the electrical input cupboard (foyer of ladies toilets).

IW queried whether the fire alarm should be linked to an Alarm Receiving Centre so that the Fire Service would be alerted should the alarm go off while the building is empty.

RESOLVED to approve expenditure of approximately £3,000+VAT on replacement fire door in main hall and approximately **£500+VAT** on additional call point in kitchen and smoke detector in electric cupboard.

VH/329

TO RECEIVE REPORT ON ASBESTOS SURVEY

Asst Clerk circulated the results of the recent Asbestos Survey. Asbestos was found in the man-made slate under cloaking to roof tiles on the porch area at the side of the Main Hall. The material is in good condition and can be managed in-situ. The management plan resulting from the survey will be filed and should be made available to any contractors working on the roof.

VH/330

TO RECEIVE UPDATE ON SHIPPING CONTAINER REPLACEMENT

Following referral from the Committee, the purchase of a replacement shipping container was discussed at the February Council meeting. Councillors were supportive of the purchase, given the need for water-tight storage and the age of the existing container but had some concerns about the logistics of a collection/delivery at the rear of the hall.

Asst Clerk has confirmed with the supplier (Lions Containers) that delivery should be possible as long as the rear car park and access route is clear of parked cars. The contents of the container will need to be removed on the day and stored in the main hall so a free day in the hall will be required and parking permit holders will need to be informed in advance. It was suggested that over the summer holidays when the hall is quieter would be appropriate.

Committee members noted that the price for the container is only valid for one week and that an updated quote will be required before purchase. The container comes with a 2-year guarantee.

The Committee had previously approved expenditure of shelving and hooks.

RESOLVED to approve expenditure of £2,690+VAT on delivery (and collection of existing) of a 10' Used, Cut Down Storage Container with lock box.

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

Action

VH/331 **TO RECEIVE AN UPDATE FROM COUNCILLORS ON ANY WORKING GROUPS OR OUTSTANDING ACTIONS**

Update from Booking Clerk

A number of regular hirers have moved on in recent months but there have been a good number of enquiries and bookings from one-off hirers and a number of new regular hirers.

VH/332 **ITEMS FOR INFORMATION ONLY OR RAISED BY COUNCILLORS FOR THE NEXT MEETING'S AGENDA**

None

Section 4 – Closure

Action

VH/333 The meeting closed at 7.20pm there being no other business.

The next meeting is scheduled for 16 July 2025.

Chairman

Date