



Pangbourne Parish Council

Village Hall Committee Minutes

At a meeting of the Village Hall Committee held in Pangbourne Village Hall on Wednesday 23rd October 2019 commencing at 6.30pm.

Present: J. Pearce (Chairman), J. Hughes, P. Maclver, J. Higgs,
R. Elkin (Clerk),

Apologies: J. Palfrey, C. Williams, N. Saunders,

No MoP were present

Section 1- Procedural

VH/74 APOLOGIES FOR ABSENCE

J. Palfrey, C. Williams, N. Saunders,

VH/75 DECLARATIONS OF INTEREST

None

VH/76 MINUTES OF THE LAST MEETING

The minutes of the last meeting held on 25th September 2019 were approved and signed by the Chairman as a true and accurate record with no amendments

VH/77 OUTSTANDING ACTIONS FROM PREVIOUS MINUTES

- VH 57 RBL Trophy Cabinet at Village Hall. JH will follow up with James Blandy of the RBL. It has been agreed to site the cabinet above the piano **JHughes**
- J.Hughes – Switch in small hall. L.P to attend over the next week. Failing that a contractor will be arranged **JHughes**
- The door closer on one of the doors to the main hall has broken. JP and PM will fix **PM**
- JH reported that the PIR light sensor in the small hall corridor may need looking at as it stays on for a long time. JH to speak to electrician **JHughes**
- The cistern work and tiling in the 'old' loos is still to be done. The plumber has now fitted the isolation valve and will come back to do the pipework and cistern. JH to contact to get this work completed before the December meeting. **JHughes**
- Millennium Award board. JH has met with Allum signs and they have confirmed that they cannot fit any further names onto the existing board. A new Oak board has been quoted for at £460 plus another £80 for adding the name of this year's winner. The Board will be 22.5" x 48" and the existing **JHughes**

Millennium and Jubilee boards will need to be moved to make space. It was agreed to order the board. JH will make the necessary arrangements.

- Flat roof check. J.Pearce has organised for 3 roofing contractors to visit and assess the condition of the flat roof. He is awaiting written quotations. In addition, there will be moss cleaning work to be done on the roof up to a value of £500. JP will chase up and instruct this section of the work. **JP**
- The fire door stoppers and footplates are still not all working properly. There is a new one in the office. This should be installed and then if necessary, the Clerk asked to order further replacements. Add this to snagging list. **JHughes**
- A separate “walk around” working group will meet on 29th October to create a snagging list of jobs at the hall which will be brought back to the committee at the next meeting. Other items to be added to the list include: Guttering, floor in small hall **VHC**
- JHughes has shared the Maintenance Schedule with the whole committee. **VHC**
- JH has updated the VH Risk Assessment. This has been shared with the committee. The Clerk said she would forward the latest version that she has on file and has shared with the internal auditor. The Committee need to review and comment. Any actions which fall out of it need to be reviewed. **VHC**
- The suggestion that the solar panels be looked into has been added to the snagging list, however it was felt that more immediate priorities should be to review the efficiency of the existing heating system, heat loss in the building and to investigate insulation for the roof of the small hall before looking at major works. **VHC**

Section 2- Decision Making

VH/78 TO APPOINT A VICE CHAIR FOR VILLAGE HALL COMMITTEE

- N. Saunders, having agreed in advance to be considered, was proposed as Vice Chairman of the Village Hall committee in her absence and it was unanimously RESOLVED that she should become the Vice Chair for the remainder of the current year.

VH/79 FINANCE AND BUDGET SETTING 2020/21

- **TO REVIEW VH EXPENDITURE YTD (2019/20)**
- **TO CONSIDER AND AGREE THE VH INITIAL BUDGET FOR 2020/21 TO FEED INTO THE PRECEPT PROCESS**
- The Clerk presented the Year to Date (YTD) expenditure for the Village Hall Committee as well as the predicted position for year end.
- The Initial Budget for the Village Hall committee was also presented by the Clerk based on the current year predictions. In addition to the predicted expenditure, capital projects for 2020/21 were discussed and formed part of the proposed budget. This included discussion around expenditure on security enhancements (VH Exp), replacement Fridge (VH Exp), and further on new blinds, heating and energy improvements and possibly on solar panels. It was proposed that these latter items would be funded by CIL monies. It was RESOLVED unanimously to recommend this draft budget to full Council at the November Council meeting to form part of the Budget /Precept process. **VHC**

- VH/80 **TO REVIEW HALL MAINTENANCE SCHEDULE AND AGREE ANY ACTIONS NECESSARY TO TAKE THE MATTER FORWARD TO INCLUDE:**
- **DOOR STOPS**
 - **FLOORING IN SMALL HALL**
 - **LIGHTING**
- JPearce and PM will look at the flooring in the small hall. It may just need to be pushed back together **PM**
 - Henley Heating attended to complete the annual service in October. The Clerk Has now received the Annual Certificate. **JPearce**
 - All other items will be picked up by the new snagging list

- VH/81 **TO DISCUSS OBTAINING QUOTES TO ENHANCE SECURITY MEASURES AT THE HALL INCLUDING**
- CCTV FOR THE BUILDING AND OFFICES
 - SECURITY FOR THE OFFICE - INCLUDING DOOR AND WINDOWS
 - SECURITY OF THE EXTERNAL KEY BOX AND FRONT DOOR KEYS
 - WINDOW GRILLES FOR SMALL HALL
- Clerk will chase up the requested quotations for security measures at the hall. 2 more need to be obtained and this project will be added to the snagging list. **Clerk**
 - It is proposed to consider CCTV for the building and office and address the recent issues with hall users not securing the building properly over the summer period. A review of who holds keys and who SHOULD hold keys and where these should be held was proposed. It was suggested that suggestions are brought to the next meeting. **VHC**
 - It was suggested that access codes are changed on a regular basis- to be reviewed **VHC**

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

- VH/82 **TO RECEIVE AN UPDATE ON PURCHASE OF A CEILING MOUNTED VILLAGE HALL PROJECTOR FOR THE MAIN HALL (CIL)**
- J Hughes has spoken to D Probert regarding sourcing and fitting a ceiling mounted projector. Once he has sent through a quotation and specification, she will also contact Purple Cat training equipment to obtain a second to the same specification **J.Hughes**
- VH/83 **ITEMS FOR INFORMATION ONLY OR RAISED BY COUNCILLORS FOR THE NEXT MEETING'S AGENDA**
- BKM to progress the replacement defibrillator cabinet at the village hall now that the weather is getting colder. **BKM**
 - PM informed the committee that he has been given a model Castle that had been presented to the Twinning Association by the village of Houdan. For now it will be stored safely while a place is found to put it on display. **PM**

Section 4-Closure

VH/84

CLOSURE:

The meeting closed at 7.37pm there being no other business.
The next meeting to be scheduled.

_____ Chairman

_____ Date