



Pangbourne Parish Council

Village Hall Committee Minutes

At a meeting of the Village Hall Committee held in Pangbourne Village Hall on Wednesday 4th December 2019 commencing at 6.30pm.

Present: J. Pearce (Chairman), J. Hughes, P. Maclver, J. Higgs, J. Palfrey, N. Saunders,

R. Elkin (Clerk),

Apologies: C. Williams

No MoP were present

Section 1- Procedural

VH/85 APOLOGIES FOR ABSENCE

C. Williams,

VH/86 DECLARATIONS OF INTEREST

J.Palfrey is a member of the PCC

VH/87 MINUTES OF THE LAST MEETING

The minutes of the last meeting held on 23rd October 2019 were approved and signed by the Chairman as a true and accurate record with no amendments

VH/88 OUTSTANDING ACTIONS FROM PREVIOUS MINUTES

- VH 57 RBL Trophy Cabinet at Village Hall. JH has followed up with James Blandy when the RBL and is awaiting estimates. It has been agreed to site the cabinet above the piano **JHughes**
- J.Hughes – Switch in small hall. **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. **JHughes**
- 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. **JPearce**
- 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 **PM
JPearce**

- JP to instruct 3 contractors to quote for moss removal at the village hall and recreation ground buildings as a combined job

JPearce

Actions closed out since the last meeting:

- The awards board has been delivered and installed
- PM has fixed the faulty door closer to the main hall
- JP has fixed the broken hinge on the cleaning cupboard in the main hall store
- Walkabout has taken place and a snagging list has been drawn up
- Dishwasher Switch has been fixed

Section 2 - Decision Making

VH/89 TO RECEIVE AN UPDATE ON THE WATERMILL THEATRE EVENT FOR 2020 AND AGREE ACTIONS NECESSARY TO ARRANGE THIS EVENT AND ASSIGN ROLES

- This year's production "Camp Albion" has now been booked and the date set for Saturday 20th June 2020.
- Tickets will be £15.00
- A Max capacity of 90 seats will be on sale via the Watermill Box Office
- A save the date provisional article will go in the Jan/Feb edition of the Pangbourne Magazine with more details in later editions

VH/90 FINANCE AND BUDGET SETTING 2020/21

- **TO REVIEW VH EXPENDITURE YTD (2019/20)**
- **TO CONSIDER AND APPROVE FOR RECOMMENDATION TO FULL COUNCIL THE VH INITIAL BUDGET AND PRECEPT FOR 2020/21**
- Updated expenditure for the year to date was reviewed alongside a forecast to the end of the financial year.
- The latest draft budget and precept were presented to the committee by the clerk and following discussion, it was RESOLVED to recommend these to Full Council for 20/21

VH/91 TO REVIEW HALL MAINTENANCE SCHEDULE AND EXISTING WORKS IN HAND TO INCLUDE:

- **DOORSTOPS**
- **FLOORING IN SMALL HALL**
- **LIGHTING**
- **CHUBB QUOTATION (AS CIRCULATED)**
- PM and JP will have another look at the doorstops and fit the brand new one from the office. Following that, the Clerk will order any more that are required. **PM JP**
- PM and JP to look at the flooring in the small hall where it is working apart **PM JP**
- PM to contact electricians to look at various lighting issues at the hall **PM**
- Chubb have provided a quotation to replace various emergency lights (kitchen, main hall and foyer). Ask an alternative electrician to look at the works **PM**

VH/92 TO REVIEW THE HALL SNAGGING LIST DRAWN UP AS A RESULT OF THE WALK AROUND UNDERTAKEN BY THE WORKING PARTY AND AGREE A SCHEDULE OF ACTIONS AND TIMESCALES

- Dorguard in kitchen
- Gutter outside front of old kitchen
- External doors at rear of main hall

- Buttress at rear of hall
- Bollards at entrance to car park
- Urn failed – new one to be purchased
- Fridge – at end of life – new one to be purchased
- Security at the hall to be improved. More quotes to be obtained including DP for CCTV

It was agreed to work through the long list by tackling the top 5 priorities each time and reviewing each meeting.

VH/93 TO RECEIVE AN UPDATE ON PURCHASE OF A CEILING MOUNTED VILLAGE HALL PROJECTOR FOR THE MAIN HALL (CIL)

- D.Probert has looked at ceiling mounting a projector in the past by clamping to the lighting bar. JH has spoken with him again to get a firm quotation- £135 for a ceiling mount or clamp and approx. Total quote approx. £1500 including the projector. JHughes to circulate the full details and quote to the council.
- In principle the committee approved a spend of up to £1500 conditional on approving the quotation and reviewing specifications for the projector

JH

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

- VH/94**
- JHiggs asked about the progress of the replacement housing for the defibrillator. This has been ordered and needs to be installed.
 - JH asked for timings of the meetings to be reconsidered as there is often not quite enough time for VH before Grounds
 - JH asked for someone to sort out the bags of grit that have been delivered for the hall grit bin
 - It was noted that the PCC and PPC will arrange a meeting

VH/95 ITEMS FOR INFORMATION ONLY OR RAISED BY COUNCILLORS FOR THE NEXT MEETING'S AGENDA

None

Section 4-Closure

- VH/96** **CLOSURE:**
 The meeting closed at 7.39pm there being no other business
 The next meeting to be scheduled

_____ Chairman

_____ Date